


**Rediscovery Centre**  
**Business Administration Assistant Job Description for CE Work Placement Position**

Name of Host Community Organisation	The Rediscovery Centre 
Job Title/Position	<b>Business Administration Assistant</b>
Reporting to:	Office Manager
Job Purpose	Provide assistance to the Office Manager at the Rediscovery Centre
Main Tasks/Duties	<p>The successful applicant will have a desire to learn &amp; an interest in excellence in business administration and will develop skills in this area.</p> <p>The successful applicant will assist in general administrative support, along the lines of:</p> <ul style="list-style-type: none"> <li>• Verbal, written and email communications</li> <li>• Assistance with the preparation of documents</li> <li>• Data entry and file management</li> <li>• Attendance at meetings &amp; note taking</li> <li>• Finance &amp; accounts administration</li> </ul>
Job Training	<p>The participant can expect to develop administrative skills for use in business administration, including;</p> <ul style="list-style-type: none"> <li>• Data entry and file management</li> <li>• Meeting schedule and coordination</li> <li>• Finance &amp; accounts administration</li> </ul>
Please outline how this role may enhance participant's skills and future job prospects:	Role will include development of a range of practical, transferable skills in all aspects of business administration which would enhance future job prospects
Place of Work	Rediscovery Centre, Boiler House, Ballymun Rd, Ballymun, D9
Preferred days or times of work	<p>19.5 hours per week within the core hours of Mon – Fri, 9am – 5pm</p> <p>Flexibility with hours required where possible and where adequate notice is provided.</p> <p>Occasional weekend and evening work may be required.</p>
Any other work related requirements	Will be required to help out with other Rediscovery Centre related activities and events.