Job description

Job Title: Office Assistant (Part time) (17 hours per week)

Reporting to: Pat Catney MLA

Job Purpose: To assist in the management of the day-to day business of a constituency office and provide support to the MLA in carrying out his duties as a Member of the Northern Ireland Assembly.

Location: Constituency office in the Lagan Valley constituency

Main responsibilities

* Responsible for the management of an administrative budget and Assembly financial matters.
* Deal with queries and complaints on behalf of the MLA.
* Provide secretarial support including the drafting of correspondence on his behalf and preparing reports.
* Use a range of office software, including email, spreadsheets and databases, to ensure the efficient running of the office.
* Manage online and paper filing systems.
* Record office expenditure and manage the budget.
* Maintain supplies of stationery and equipment.
* Maintain the condition of the office and arrange for necessary repairs.
* Review and update health and safety policies and ensure they are observed.
* Check that data protection laws are being adhered to in relation to the storage of data, and review and update policies.
* Arrange regular testing for electrical equipment and safety devices.
* Attend conferences and training as required.
* Any other duties which may be necessary to support the MLA in carrying out Assembly/constituency business.

This post will require commitment, initiative and drive. The successful candidate will be based in the constituency office in Lisburn.

The post will be offered initially on a three month contract with a view to extending the contract for a one year period and the candidate having successfully completed a three month probationary period which is subject to the setting up of the Northern Ireland Assembly.

Job Criteria

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Essential

* A degree in for example business management, finance, or three year’s relevant experience
* Experience of managing an office with a number of staff
* Experience in managing a budget under strict guidelines

Desirable

* Excellent organisational and time management skills
* Knowledge of Microsoft Office Suite (Word, PowerPoint, Excel)
* Strong IT and typing skills
* The ability to prioritise tasks and work under pressure
* Good teamworking skills and the confidence to lead and motivate a team
* Excellent interpersonal, oral and written communication skills
* Flexibility and adaptability to changing workloads
* A problem-solving approach to work
* Project management skills.