

Job Advertisement

Receptionist/Administrator (part time/fixed term) – Maternity Cover

Hours of Work: 40 hours per week (0.5 Full Time Equivalent)

Salary: £26,592 pa (pro-rata)

Location: 45/47 Main Street, Loughgall, Armagh. BT61 8HZ

The Organisation

We are hiring! The Royal Black Institution is a successful worldwide fraternal organisation. Due to a current member of staff going on maternity leave we are seeking to recruit a Receptionist/ Administrator to join our team to cover this maternity leave from Feb 2025 to Feb 2026

The Role

The Receptionist/ Administrator will provide reception and administrative support to visitors and the wider team. The working pattern is three days one week and two days next week.

The successful candidates will be required to undertake a broad range of duties, as follows:

- Answer telephone and email enquires
- Maintaining appointment / meeting room bookings / Meeting and greeting visitors
- Provide general administrative duties including ordering stationery, letter writing; managing incoming and outgoing mail;
- Data input and running reports;
- Control the Gift Aid portfolio;
- Provide telephone/email Help Desk facility to members;
- Any other duties commensurate with the role;

Personal Specification

Essential Criteria:

- At least one years' previous experience in a Receptionist/Administrative role
- Strong communication skills, both written and verbal
- Knowledge and experience using Microsoft 365
- Personal drive and determination being able to self-motivate and make effective decisions.
- Good teamworking skills

How to Apply

Applications form can be obtained from jobs@royalblack.org. Completed application forms should be returned by post to **Chairperson of the Board of Trustees, 45 Main Street, Loughgall, Armagh, BT61 8HZ OR** emailed to jobs@royalblack.org

Closing date for applications: No later than 4.00pm on Friday 24th Jan 2025
Anticipated Interview date will be early February 2025.