**Administration Assistant – Co. Roscommon**

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and supports and advocating for the rights and needs of all people living with dementia and their Carers.

Our vision is an Ireland where no one goes through dementia alone and where policies and services respond appropriately to the person with dementia and their Carers, at the times they need support.

A national non-profit organisation, The Alzheimer Society of Ireland is person centered, rights-based and grassroots led with the voice of the person with dementia and their Carer at its core.

The ASI is currently recruiting for a part time Administration Assistant who will be based in Castlerea Daycare services.

This is a permanent contract working 10 hours per week.

The Administration Assistant is responsible for leading and enhancing all aspects of the administration processes for all services across Limerick by maximising administration efficiency and assisting the team in the service in ensuring the ASI's clients living with dementia and their families receive the best quality of service and care. These will include the day centre & home support services.

You will need excellent communication and interpersonal skills, excellent organisational and prioritisation skills, excellent accuracy, and attention to detail, conscientious and proactive approach to work, ability to understand and respect the need for confidentiality skills and be able to work on your own initiative as well as part of a team.

To be successful in this role you will need, to be highly proficient in Microsoft Office Packages (Word, Excel, PowerPoint). A secretarial/office administration qualification is desirable. Previous experience in a busy office environment and previous experience working with financial information and ECDL is an advantage.

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to recruit@alzheimer.ie

Closing date for applications is the 10th November 2026

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

| JOB DESCRIPTION | |
|---|---|
| **Job Title:** Admin Assistant | **Job Holder:** |
| **Job Location:** Roscommon | **Reports to:** Operations Manager |

JOB PURPOSE:
To manage all aspects of the administration of the service so that staff are enabled and
supported to provide the best quality of service to people living with Alzheimer's and their
families & carers.

**PRINCIPAL ACCOUNTABILITIES:**

General Office Duties

● All general office administration including but not limited to typing letters, reports, rosters, signage etc., filing, photocopying, emailing, binding and scanning for all services
● Answer calls, take messages and relay to the relevant person in a timely manner
● Open, date and sort incoming mail and disseminate to relevant person. All correspondence to be dealt with in a timely manner.
● Take minutes of meetings / interviews as requested
● Complete all steps required when dealing with client referrals information
● Maintain a list of key holders and provide keys to personnel as needed. Collect keys when people leave and keep them secure
● Maintain adequate stationery stocks & order supplies as required
● Keep Inventory of furniture, equipment and supplies and ensure all is up to date
● Maintain service contracts for all office equipment and centre equipment and ensure same are up to date.
● Source quotations and track progress for supplies or service agreements as requested
● Keep all files in an orderly manner and up to date in in compliance with GDPR
● Maintain the up-to-date risk register for the building and service with the Service Manager

Salesforce

● Maintain and ensure salesforce is up to date
● All referrals and client data to be maintained & kept up to date and stored in a confidential manner

● Record daily client attendances and client contributions
● Ensure all incidents , complaints, compliments and comments are entered on salesforce in a timely manner

HR
● Complete & submit all HR electronic forms for new and existing staff on salesforce
● Garda vetting – submit information to HR
● Review of Monthly HR and learning and development report with Service Manager and
action as needed.
● Scan and submit all new and existing employee related information to HR
● Schedule training for staff as required and provide support to employee where needed
● Process all HR administration paperwork as requested.

Payroll
● To be completed weekly / monthly
● Deal with all payroll queries from employees
● Maintain annual leave & sick leave trackers
● Ensure all sick certs are sent to HR
● Travel expense claims – review & get signed by Service Manager & then to be put on salesforce

Finance
● Fundraising & donations - receipting , banking of monies , draft and issue thank you letters & maintain copy of files in relation to same
● All monies ( cash , cheques, electronic info) to be banked & entered on salesforce
● Maintain petty cash – keep up to date and check and sign off regularly with Service Manager
● Maintain delivery notes on file until invoices to match same are received
● Process of all invoices / delivery notes on salesforce
● Raise invoices to HSE and other suppliers for payment as required
● Work with Service Manager , Ops Manager and finance to complete the annual budget for all services
● Review the management accounts for all services on a bi-monthly basis & revert to Service Manager and Ops Manager with queries
● Reply and deal with any finance / supplier queries
● Maintain the file for the bus to include all legislative requirements, CVRT, tax, Insurance certs, maintenance records, etc.

Reporting
● Compile and return the monthly KPIs to the HSE for all services
● Obtain bi-monthly financial accounts from ASI finance department and issue to the HSE
● Work closely with the Service Manager and Ops Manager in the completion of the quarterly HSE reports and any reporting required for HSE
● Complete any specific requested reports / information by ASI and HSE in a timely manner
● Produce reports as and when requested by the Service Manager and Ops Manager

The principal accountabilities outline the main duties. However, in an organisation such as the Society, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are therefore required to respond with a flexible approach when tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the job description will be amended to reflect this.

**JOBHOLDER ENTRY REQUIREMENTS:**
Knowledge (Education & Related Experience):
· Leaving Certificate
· QQI Level 5 / QQI level 6 Award Office Administration desirable
· Good planning and organisation skills essential
Skills (Special Training or Competence):
· Ability to maintain confidentiality in respect of all staffing and client matters
· Excellent communication and interpersonal skills
· Excellent organisational and prioritisation skills
· Accuracy and attention to detail
· Conscientious approach to work

**Behaviours:**
· Ability to work independently and as part of a team
· Proactive approach
· Flexible

**KEY RELATIONSHIPS**
Internal
Operations Manager
Home Care Co-ordinators

Day Centre Managers/Nurse Managers
Driver(s) and other services staff
Volunteers

External
Clients'
carers and family members
Suppliers
GPs
HSE Community groups