



Office Administrator

The Irish Methodist Youth and Children's Department

Methodist Church in Ireland

Edgehill House

9 Lennoxvale

Belfast BT9 5BY

30 Hours per week

£18,870—£20,541 (Pro Rata)

The role of Office Administrator is to provide high quality administrative support to the IMYC Team. IMYC is a busy office and the post holder will be required to undertake a variety of tasks demonstrating a proactive approach. The post holder will remain conscious of the need to work with respect to the Christian ethos of the Methodist Church in Ireland.

Applicants must:

- hold 5 x GCSEs (or equivalent) at Grade C or above (including Maths and English)
- have at least two years' experience of working in an administrative role including working with data required to be processed accurately.
- have experience of successfully developing new systems and procedures in administration
- have experience of the administration of events and meetings
- have excellent IT skills. Particularly in the use of Microsoft Office (Word, Excel and Outlook)
- have excellent spoken and written communication