



## Client Services Administrator JOB DESCRIPTION

<b>POST</b>	Client Services Administrator
<b>REPORTING TO</b>	Client Services Manager, Léargas
<b>JOB PURPOSE</b>	To support successful implementation of high quality projects and activities in the Erasmus+ and other Léargas managed programmes
<b>PAY GRADE</b>	Equivalent to Clerical Officer PPC grade; €419.29 weekly

### **Roles and Responsibilities**

- Working with Léargas colleagues, support the implementation of high quality projects through the provision of information and training supports to potential and actual beneficiaries
- Assist with deadline procedures, selection processes, project assessments and reports of beneficiaries across the fields of education training and youth
- Record expenditure on grant funding and maintain appropriate files
- Schedule meetings with relevant stakeholders as required and taking minutes
- General clerical duties to include filing, record management and other general office requirements
- Contribute to organisational learning through sharing of information and experience with colleagues
- Take personal responsibility for your personal and professional learning and development including active involvement in the Léargas Performance Management and Development System

### **Person Specification**

- Previous experience in a busy and dynamic office environment
- Experience or willingness to learn about training and facilitation in the fields of education training or youth
- Experience of working in an international context is preferred
- Must fit within a team that has a strong values-based approach to work
- Excellent time management skills and the ability to multi-task is required
- Ability to work to concrete deadlines and meet targets while prioritising competing demands
- Strong organisational and planning skills
- Excellent interpersonal and communication skills

### **Key competencies required**

- Personal effectiveness
- Organisation
- Collaboration
- Customer focus
- Communication