

**Job Title**

Office Administrator

**Reports To**

Managing Director

**Job Overview**

The Office Administrator will manage the day to day running of Pop Up Races office. Currently a part time (25 hours per week) position, flexibility required within the role and the main task is to ensure the smooth running of administration tasks within the company.

**Responsibilities and Duties**

- Liaising with customers on a weekly basis, providing quotes, invoices, receipts and statements in a timely, efficient and professional manner
- Answer all incoming calls whilst dealing with customer queries and issuing end results
- Maintaining office stock supplies and stationery, liaising with Suppliers for best price and offers. Ensuring high levels of housekeeping whilst adhering to health & safety office regulations
- Ongoing management of [‘info’](#)email {high volume}
- Weekly correspondence through in-house CRM and managing all pre-race correspondence to participants. Managing and maintaining pre & post-race surveys using Survey Monkey to include reporting back to Managing Director
- Ensure race numbers are posted to the correct recipients on a weekly basis
- Working closely with General Manager to provide registration lists and race result files for upcoming events
- Updating areas of the website and setting up events on system
- Filing of all race records and checklists
- Inputting sales & purchase invoices onto QuickBooks accounting software
- Ad hoc duties as required by Management

**Experience Required:**

- Quick learner in a fast-paced environment
- Excellent ability to multi-task and work on own initiative
- Friendly, positive attitude
- Fluent English (oral and written) is essential
- Excellent organisational & filing skills

- Excellent attention to detail, completing tasks from start to end
- Outgoing personality, with the ability to build strong relationships with customers
- Be committed to delivering a consistently excellent service to Company high standards
- Computer savvy, with intermediate use of MS Suite (Word, Excel & PowerPoint) essential
- Previous experience in running a small office environment is desirable
- Book keeping experience desirable but not essential

Immediate interviews, do not delay, email your CV in confidence to [bconroy@popupraces.ie](mailto:bconroy@popupraces.ie) closing date for applications is 31/08/2018.