



Irish Red Cross

JOB TITLE:

Training Administrator

RESPONSIBLE TO:

Commercial and Training Programme Manager

SUMMARY OF THE ROLE:

To facilitate the running of First Aid courses to both members and private customers. This role will involve both office administration and sales.

MAIN TASKS/RESPONSIBILITIES OF THE POSITION:

- To build and develop long term strong relationships with new and existing customers
- Increase the sales of our multitude of courses
- Fulfil the administration necessary for public courses
- Arrange instructor bookings for courses
- Process course paperwork
- Manage phone calls and correspondence (e-mail, letters, certificates etc.)
- Provide support to the commercial manager with ad hoc tasks
- Coordinate holidays with team ensuring that office has sufficient support during peak times
- Perform other duties as assigned by management
- Organise and manage daily sales administration function and activities
- Arrange subgroup meetings and attend if required.
- Arrange national courses as required
- General Administration for both national and commercial Training

REQUIRED SKILLS AND EXPERIENCE:

- 1-2 years administration

Humanity
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Independence
Voluntary Service
Unity
Universality

Irish Red Cross | Commercial Dept | 16
Merrion Square | Dublin 2 |
Ireland

t +353 (0)1 642 4679 | t 1890 502 502 |
d +353 (0) 642 4600

courses@redcross.ie | www.redcross.ie

- Excellent Microsoft office skills
- Good attention to detail and ability to work to deadlines
- Strong communication skills for in person, phone and email contact
- High organisation skills

APPLICATION DETAILS

Maternity Cover for 10 months

Salary circa €27,000

Applications (Cover letter and CV) to be submitted to Commercial and Training Programme Manager Lisa at lharrington@redcross.ie by close of business on 15th May 2019.

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