

CUMANN LUCHT CAPAILLÍNÍ CHONAMARA



CONNEMARA PONY BREEDERS' SOCIETY

The Connemara Pony Breeders' Society maintains the Studbook for the Connemara pony breed and provides support for members of the Society and breeders of the pony. The office is based in Clifden, Co Galway.

There is currently a vacancy for a full-time, permanent **Administrative Assistant** with an immediate start. Salary will reflect qualifications and relevant job experience.

ADMINISTRATIVE ASSISTANT

Administrative Duties

- Perform receptionist duties, such as answering phone calls, emails and dealing with the public.
- To be responsible for opening all incoming post and distributing to staff.
- To competently file and update records.
- To assist in maintaining the Studbook of the Connemara Pony Breeders' Society.

Interpersonal Skills

- Confident and professional telephone manner essential.
- Must have a positive approach to their work and demonstrate high professional standards.
- Must be confident and determined.
- Must be proficient in the English language.
- Competent multitasker and have the ability to work in a team when necessary.

Skills and Experience

- 2+ years of experience working in an office environment.
- Experience of IT packages including PowerPoint, Excel and Databases.
- Good communication skills.
- Able to work on own initiative.
- Marketing experience/qualification (preferred but not essential).
- Driving licence and own car an advantage but not essential.

To apply please email Covering Letter and CV to the CPBS Human Resources Officer r.halpin@cpbscouncil.com. Closing date for receipt of applications is **Monday 19th September at 5pm.**