WESTERN CARE ASSOCIATION
Supporting people to live their lives

LP-1A

CE Project Job Description

Clerical Assistant

Job Title:	Clerical Assistant – General Administration		
Tasks	**Skills**	**Y**	**N**
1. Filing	• Correctly placing documents into appropriate folders on a regular basis. • Maintaining files in proper order. • Maintaining records of where files are located. • Maintaining security of files in line with FOI Act • Screening of telephone calls and appropriate action • Co-operate and work in harmony with other admin assistants, teams, disciplines.		
2. Photocopying & Scanning	• Using the photocopying machine correctly for the task at hand – copying and scanning docs with strict confidentiality.		
3. Telephone	• Screening of telephone calls and appropriate action. • Making outgoing calls. • Maintain good telephone manner. • Ensure message follow up.		
4. Computer Applications	• Basic computer skills – use functions to access software, save/retrieve/edit documents. • Word-processing – produce documents to acceptable standards, i.e., letters, timetables, schedules, rosters, etc. • Spreadsheets – utilise spreadsheets for the production of e.g., statistics, wages, stock control, etc. • Email and Internet – access email and the Internet. Manage folders, send, receive and retrieve emails. • Printing documents, as appropriate • Booking Meeting Rooms • Scanning and archiving data from files		
5. Post	• Opening incoming post and date stamping all items and logging them, as appropriate. • Sort items for delivery to relevant persons • Addressing items for dispatch.		

Data Protection Statement

I am aware that data provided with regard to any briefings, education, training and work experience undertaken during my participation on Community Employment will be provided by my sponsor (employer) and forwarded to the Department of Social Protection. I consent to have information submitted to the Department by hard copy or by electronic means for consideration. I am also aware that this information may be exchanged with other Government Departments / Agencies in accordance with the law.

Applicant/Participant Signature: _____ Date: _____

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.