

**HARROW DISCOVERY CENTRE & JOHNNY MULLAGH  
INTERPRETIVE CENTRE**

**JOB VACANCY**

**ADMINISTRATION ASSISTANT**

**JOB DESCRIPTION**

The Administration Assistant is an autonomous role that reports to the HDC and Johnny Mullagh Interpretive Centre committee of management to ensure the day-to-day operations of the HDC and planned tasks are fulfilled in a timely manner, in an organised state and to a high standard. They are responsible for the day-to-day operations of the HDC to ensure the best possible experience for all guests. The successful candidate will need to collaborate with other community organisations for annual and special events with a primary focus on offering an outstanding visitor experience. The administration assistant will work closely with and report to the HDC Strategic Liaison Officer. Flexible work environment (1-2 days onsite at HDC) with opportunity to adjust hours to increase work/life balance.

**SELECTION CRITERIA**

Essential: Enjoy working as part of a small team and community.

Good face to face communication skills.

Attention to detail.

Typing and word processing.

Managing accounts and invoices.

Maintaining records and journals. Answering calls. Cash handling.

Attending the front desk of HDC.

Secretarial and executive support services.

Readiness to learn new skills.

Ability to monitor and set our work goals.

**Desirable:**

Previous tourism experience.

Knowledge of the First XI story.

· Barista

Other relevant information

This is an autonomous role that has flexible working hours and requires some weekend work during peak periods such as fundraising events.

Please send all resumes and address selection criteria to [discover.harrow@gmail.com](mailto:discover.harrow@gmail.com).