



## **Marketing Administrator – Role Specification**

Rural Enterprise Skillnet addresses the skills and training needs of several sectors and provides training and events for businesses in the Northwest Region & Nationally. MED Rural Development Company on behalf of Rural Enterprise Skillnet requires a self-motivated, enthusiastic individual to coordinate the marketing and administration liaison function.

The role is to administrate the timely and efficient delivery of the network requirements, working closely with the Network Manager & Financial Administrator, liaising with the Steering Group and Contracting Company. The Network Administrator reports to the Network Manager, and will be a key member in promoting the network strategy.

The role requires an ability to multitask, display innovation in the role and be an advocate of high quality in everything you do. To be the successful candidate you will have:

- A service-minded approach with excellent communication, interpersonal and organisational skills.
- Ability to work on own initiative within a remote network structure is important – Rural Enterprise Skillnet is a national network.
- Minimum 2 years in an administrative role, preferably with excellent computer and marketing skills. Knowledge MS office packages Word & Excel, Wordpress & Design Skills.
- Attend training events at locations to ensure the smooth and efficient experience for trainers and attendees may occasionally be required in assisting the Network Manager.

Main responsibilities are not limited to, but will include the following:

### **Administrative Support:**

- Assist the Network Manager with the marketing strategy and brand awareness of the Network including enhancing the promotional plan.
- Create innovative approaches for marketing and promoting training and events including necessary website and social media duties/updates.
- Prepare for and assist the Network Manager & Financial Administrator with Audits, Compliance visits, Procurement and related tasks.
- Assist with meeting and event preparation, sign-in sheets, trainee profile data collection.
- Support the promotion & scheduling of the portfolio of training courses on an ongoing basis.
- Assist with Skillnet online activity management system Sonraí, including data entry & quality control to ensure deadlines are met and all relevant information is up to date.



**Essential Skills:**

- Ability to work well on own initiative or in a team, with an ability to target actions and a commitment to see tasks through to completion within agreed deadlines
- Ability to multi-task and prioritise key objectives on a daily basis.
- Strong organisational & time management skills and high attention to detail and the ability to meet deadlines.
- Well-developed interpersonal skills with the ability to build relationships and inspire confidence.
- Excellent communication skills.
- A team player with the ability to be flexible and multi-task.
- Prioritise and manage a challenging workload whilst maintaining a high level of customer service and satisfaction.

*12 hours per week: 9.00am – 1.00pm Wednesday–Friday (contract to 31/12/2020) for immediate start.*

**Please send your cover & CV to [manager@ruralenterpriseskillnet.ie](mailto:manager@ruralenterpriseskillnet.ie) by 5pm, Thursday February 27<sup>th</sup> 2020.**