

Cork Constitution Job Description

Role Office Manager

Reports to Chairperson Management Committee

Key Responsibilities

General Duties

1. Assisting the Officers, Management and Executive Committee's in dealing with Club correspondence.
2. Handling telephone calls.
3. Processing incoming and outgoing mail and emails.
4. Maintaining files and records so they remain updated and easily accessible.
5. Assisting in fund raising activities.
6. Communicating club activities to members.

Rugby affairs

1. Manage the IRFU Players database including annual player renewals, initial player registration and player transfers.
2. Managing player insurance claims.
3. Assisting Team managers in arranging travel, coach hire and hotel bookings.

Membership

1. Manage the subscription database, ensuring accurate records of member information, renewals, and payments.
2. Handle membership inquiries, concerns, and requests.

Financial Records

1. Weekly reconciliation of operating bank accounts.
2. Processing supplier purchase invoices and payments.
3. Processing sales invoices and receipts
4. **Processing** supplier payments.
5. Processing weekly payrolls.
6. Making bank lodgements.
7. Ad hoc reports on income and expenditure.

Bar

1. Manage the EPOS database including updating sales prices and stock records.
2. Bar Stock Control
3. Issuing members loyalty cards.

Events Management

1. Assist in planning and executing a variety of events, such as hire of club facilities, social gatherings, and fundraisers.

Other duties as shall be more specifically defined and agreed from time to time by the Management Committee.

Applicants should be computer literate and experience in Sage financial software or equivalent and Microsoft office is essential.