

Extern: Administrator (Part Time)

(<https://www.activelink.ie/node/109148>)



Administrator (Part Time) - ROI60/06/24/I2V-1

Salary: Grade 4 salary scale: €14,591 per annum pro rata

Hours: 18.75 standard hours (including breaks) (Flexibility Required)

Contract Status: Permanent

Location: Based across 2 offices in Dundalk and Drogheda

About the service:

The Administrator will provide high quality and efficient administrative support to the Service Manager and the Project team in line with Extern's vision, mission, and values.

The administrator will ensure the following:

- Compliance with Extern's policies and procedures.
- Compliance with all necessary legal and financial requirements.
- Adherence to best practice standards relating to the provision of support services.

The closing date for all completed applications is: **Thursday 25th July 2024 at 12 noon**

For informal enquiries please contact geraldine.smith@extern.org (<mailto:geraldine.smith@extern.org>)

EXTERN offer a competitive benefits package including:-

- 26 days annual leave, increasing to 28 days after 3 years' service and 32 days after 5 years' service
- 12 statutory holidays
- Generous pension, employer contribution of 6.5%
- Enhanced Occupational Sick Pay, Maternity Pay and Paternity Pay
- Income Protection, Life Assurance and Wellbeing Programmes
- Comprehensive induction and training
- Regular Supervision
- Employee Assistance Programme
- Bike To Work Scheme

To read the full details of the role and the essential criteria and to apply for this post please click on the below link:-

<https://extern.peoplehr.net/Pages/JobBoard/Opening.aspx?v=24897c24-854c-440b-90f6-bae8f6c3adaa> (**<https://extern.peoplehr.net/Pages/JobBoard/Opening.aspx?v=24897c24-854c-440b-90f6-bae8f6c3adaa>**)

Extern may form a panel for 12 months for future similar positions which are permanent/fixed term, full-time/part time contracts

[Extern Privacy Notice - Applicants-PeopleHR.pdf](#)

<https://extern.peoplehr.net/Handlers/RichTextEditorImageDownload.ashx?file=/Extern%20Privacy%20Notice%20->

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Region

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Date Entered/Updated

24th Jun, 2024

Expiry Date

25th Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/children-youth/109148-extern-administrator-part-time>