
Circle Voluntary Housing Association: General Administrator **(<https://www.activelink.ie/node/109348>)**



The Role:

This is a new and exciting role at Circle VHA. The General Administrator provides confidential and professional support to the CEO and Director of Corporate Services, ensuring the smooth running of the department and providing high-quality administrative services to all stakeholders. They possess exceptional organisational, communication, and problem-solving skills, enabling them to handle a wide range of tasks and projects effectively. The ideal candidate will have a proven track record in a similar role, strong IT proficiency, and the ability to work collaboratively with both internal and external teams.

General Administrator

Location: Hybrid working with office attendance as required
Reporting to: CEO & Director of Corporate Services
Contract: Permanent, subject to 6-month probationary period
Salary Range: Commensurate with experience
Hours: 37.5 hours per week
Leave: 26 days
Pension: Available on completion of probation
Head Office: Phoenix House, Castle Street, Dublin 2

To Apply:

Please send your CV and accompanying covering letter to recruit@circlevha.ie (mailto:recruit@circlevha.ie) by the closing date below.

Closing Date: **Tuesday 23rd of July 2024.**

Interviews: Interviews will be ongoing during the advertisement process with final interviews anticipated to take place W/C 29th of July 2024.

Region
Dublin 2

Date Entered/Updated
4th Jul, 2024

Expiry Date
23rd Jul, 2024

Attachment	Size
Job Description - Administrator to CEO & Director of Corporate Services March 2024.pdf	1.58 MB