

Circle Voluntary Housing Association: Development Administrator (<https://www.activelink.ie/node/110070>)



Development Administrator

The role:

The purpose of the role of the Development Administrator is to provide comprehensive administrative support to the New Business and Development Department, including ownership of the departmental handover process. The role is also responsible for ensuring the effective management of internal and external documentation. The postholder will also require a flexible approach to the role and will work as part of a team delivering a professional service to both internal and external stakeholders.

Location: Hybrid working , with office and national site attendance, if required

Reporting to: Development Admin Team Lead

Contract: Permanent, Subject to a six month probationary period

Salary Range: 35,800 – 36,874 per annum, starting pay dependent on experience

Hours: Leave: 37.5 hrs hours per week over 5 days 26 days

Pension: Available on completion of probation

Travel: The post requires a valid driving license and the use of a car for business purposes. Expenses policy applicable

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.

Closing Date: 12th August 2024

Interviews: Final interviews are anticipated to take place W/C 12th August 2024

Region

Hybrid / Dublin 2

Date Entered/Updated

6th Aug, 2024

Expiry Date

12th Aug, 2024

Attachment	Size
Development Administrator Role.pdf	488.37 KB

Source URL: <https://www.activelink.ie/vacancies/community/110070-circle-voluntary-housing-association-development-administrator>