

## **Ruhama: Administrator / Receptionist** **(<https://www.activelink.ie/node/112270>)**



### **Administrator / Receptionist**

**Full-time – 35 hours per week**

**Mon-Fri rostered 9.00am to 5.00pm or 11.00am to 7.00pm**

Immediate applications are now invited for the above position.

Ruhama is an Irish NGO and registered charity that offers nationwide support to women affected by prostitution, sex trafficking and other forms of commercial sexual exploitation. Founded in 1989, our organisation has extensive expertise in providing a wide range of specialist, holistic support services. Our services are free, confidential and delivered by a committed and experienced team. Ruhama also advocates and engages in policy work on issues related to prostitution, sex trafficking and the experiences of the women we work with.

The **Administrator/Receptionist** will be the first point of contact for all service users and visitors accessing Ruhama. They will provide front of house reception duties including meet and greet whilst overseeing the reception area and ensuring the effective setting up, recording and running of appointments and meetings. They will support the smooth running of the office and give administrative support to the delivery of our services.

### **Terms**

- The **Administrator/Receptionist** is based and works from the Ruhama offices in Dublin 2.
- The role is permanent and full-time, 35 hours per week rostered 9am-5pm or 11 am-7pm Monday to Friday.
- The salary range for the role is €25,250 to €34,000 pro rata per annum. The salary offered to the successful candidate will be commensurate with skills and experience.
- 25 days annual leave per annum pro rata.

### **Application Process**

**Interested Candidates can access the Job Description and Application form at**  
**<https://www.ruhama.ie/work-for-us> (<https://www.ruhama.ie/work-for-us>)**

**Please note that CVs without an application form are not acceptable. Completed and signed application forms should be submitted by email to [recruitment@ruhama.ie](mailto:recruitment@ruhama.ie)**  
**(<mailto:recruitment@ruhama.ie>)**

**3.00pm on Monday 2nd December 2024**

**Ruhama is an equal opportunity employer.**

**Region**  
Dublin 2

**Date Entered/Updated**  
19th Nov, 2024

**Expiry Date**  
2nd Dec, 2024

<b>Attachment</b>	<b>Size</b>
<u><a href="#">Ruama -Job-Description-Administrator-Reception-Vacancy- Nov 2024.pdf</a></u>	155.11 KB
<u><a href="#">Ruhama-Application-Form-Administrator-Receptionist-Nov 2024.doc</a></u>	121 KB

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/112270-ruhama-administrator-receptionist>