

Circle Voluntary Housing Association: General Administrator **(<https://www.activelink.ie/node/112772>)**



General Administrator

Circle VHA are proud members of INAR - The Irish Network Against Racism

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

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

Reporting to: CEO & Director of Corporate Services

Contract: Permanent, Subject to a six month probationary period

Salary Range: Commensurate with experience

Hours: 37.5hrs hours per week over 5 days

Leave: 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

Please see Job Description attached below.

To Apply:

lease send CV's to recruit@circlevha.ie (<mailto:recruit@circlevha.ie>)

Closing Date: 7th of January 2025

Interviews: 14th of January 2025

Region

Hybrid / Dublin

Date Entered/Updated

18th Dec, 2024

Expiry Date
7th Jan, 2025

Attachment	Size
<u>General</u> <u>Administrator.docx</u>	941.87 KB

Source URL: <https://www.activelink.ie/vacancies/community/112772-circle-voluntary-housing-association-general-administrator>