

ARC Cancer Support Centres: Administration Assistant **(<https://www.activelink.ie/node/114433>)**



Administration Assistant

Reporting To: Administration & Operations Executive

Location: The primary location is ARC Cancer Support Centre, 65 Eccles St. Dublin 7. Occasional Cover may be required at other centres: South Circular Road and Herbert Avenue Centres.

Salary: €29,000

Contracted Hours: 35 hours per week excluding breaks: Monday-Friday (9 – 5)

Closing date for applications: 12 noon, 28th March 2025

ARC Cancer Support Centres (ARC) is recruiting a Full-Time Administration Assistant. The Administration Assistant will provide essential administrative support, ensuring the smooth operation of the organisation by assisting with the workload of the Administration & Operations Executive to the CEO and enhancing efficiency in executive and operational functions. There will be some flexibility to work both onsite and remotely. The balance between onsite and remote work will be determined based on organisational needs at any given time.

As part of ARC operations team, this role works directly with ARC executive functions by supporting them in delivering on ARC's vision, mission and values. The post is supported by the Administration & Operations Executive and works alongside wider teams of services, finance and fundraising.

About ARC

ARC is a community cancer support centre. We have three Centres across Dublin. Our mission is to provide psychological, emotional, practical, and educational support to people with cancer and those who care for them, through a warm, welcoming and client centred approach and to ensure that everyone in Ireland is aware of, and able to access these services.

Our Centres are a haven from the outside world, offering free-of-charge support to men, women and children affected by cancer and those who care for them. We offer a range of supports including information service by phone, e-mail and drop in, counselling, complementary therapies, survivorship courses, support groups, wellness classes and talks.

Benefits

- Sick pay and Group Illness Benefit
- Employer Pension Contribution
- 24 days annual leave plus two company days
- Tax Saver Travel
- Bike to Work Scheme

Recruitment Process

Application is by cover letter/e-mail and CV outlining how you meet our required experience, qualification and skills, competencies and knowledge. Please refer to Job Description for more information.

Please e-mail Administration & Operations Executive, Amy Murray:
amymurray@arccancersupport.ie (mailto:amymurray@arccancersupport.ie) with Administration Assistant in the Subject Line.

Interviews will take place a minimum of two weeks from date of closure.

ARC will complete reference checks on suitable applicants prior to official confirmation.

ARC is an equal opportunities employer and encourages and welcomes applications from all suitable candidates.

Region

Dublin 7

Date Entered/Updated

14th Mar, 2025

Expiry Date

28th Mar, 2025

Attachment

[Job description Administrative Assistant.pdf](#)

[Candidate Privacy Notice for ARC Cancer Support Centres.pdf](#)

Size

156.9 KB

161.62 KB

Source URL: <https://www.activelink.ie/vacancies/community/114433-arc-cancer-support-centres-administration-assistant>