

Thurles Community Training Centre: Administrator (Part Time) **(<https://www.activelink.ie/node/114606>)**



The Board of Thurles CTC invites applications for the position of:

Administrator

Part-Time, Permanent Contract, 20 hr/p week

Thurles Community Training Centre provides educational and vocational training programmes and services to early school leavers aged 16-21 years in Thurles Co. Tipperary. Courses are designed to support students to develop key life and work skills and to achieve relevant certification necessary for progression into employment, further education or training.

Applicants must possess:

- Customer service, dealing with inbound calls, queries, emails and general administration duties.
- Accounts payable and receivable functions including credit control.
- Monthly bank reconciliations, supplier payments / expense payments
- Website / Social Media Updates
- Other related ad hoc duties.

Skills and Experience

- At least 2/3 years' experience
- Must be highly organised, forward thinking and strategy driven.
- Possess an excellent knowledge of MS Office Suite; particularly Excel and Word.
- Sage Payroll experience essential

Job Type: Part-time

Pay: €15.52 - €22.80 per hour

Expected hours: 20 per week

Benefits:

- Company pension
- Flexitime
- Sick pay

Schedule: Monday to Friday

Work Location: In person

Application deadline: Close of business Wednesday 09/04/2025

To Apply:

Applications must include a cover letter and CV, addressed to **Fiona Coffey, General Manager, Thurles CTC** and sent by email to fionacoffey@thurlesctc.ie (mailto:fionacoffey@thurlesctc.ie)

The closing date for applications is no later than **5.00pm 09 April 2025**

No late applications will be considered and short listing may apply, canvassing will disqualify

Thurles Community Training Centre is an equal opportunities employer.



Region

Thurles, Co Tipperary

Date Entered/Updated

24th Mar, 2025

Expiry Date

9th Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/education-training/114606-thurles-community-training-centre-administrator-part-time>