

Job Opportunity – Competitions Department Administrative Assistant

Athletics Ireland is seeking a highly motivated individual with a knowledge of and interest in Athletics to apply for the position of Administrative Assistant in our Competitions Department.

Responsibilities

- Carrying out administrative duties, using systems and processes relevant to the organisation;
- Responding to enquiries and requests for information from other organisations and members of the public;
- Ensuring administrative systems, processes and databases are efficient and well managed

Working hours

Monday to Friday, 35 hours per week in Northwood. Hours may regularly include evening and weekend work which peaks for National Events.

Skills required

- A strong interest in sport
- Good IT and administrative skills and a high level of attention to detail;
- A high degree of self-motivation and a drive for change and improvement;
- An enthusiastic personality and resilience to deal with uncertainty;
- The ability to build and maintain effective relationships and to communicate well with a variety of people;
- Good planning, organising and time management skills;
- The ability to work well in a team
- The ability to project a positive image of sport to people at all levels.
- Full clean Irish drivers license

Applications to Moira Aston, Director of Operations by email to moiraaston@athleticsireland.ie

Closing date for receipt of applications: 3rd March 2017