



Ballyfermot Chapelized Partnership is seeking to appoint an Administration Officer – Permanent Post

The Ballyfermot Chapelized Partnership CLG is seeking to appoint a dynamic, flexible, outgoing, and competent applicant to a front of house post in Administration in BCP. The post will be initially based in our Dublin 8 office. While some experience in a similar role is desirable, this post may also suit an individual who is seeking to work in a not-for-profit charity for the first time.

The successful candidate will be welcoming, friendly and comfortable working with other staff internally and representing the Company as a welcoming, compassionate and positive service.

The post holder will require excellent interpersonal skills as well as core office skills. They will be required to understand, accept and promote the ethos of the Company as well as its remit to deliver the highest possible standard of service to its clients and the local community.

APPLICATION PROCESS

Please send

- detailed Letter of Application
- Curriculum Vitae

by

- email to sbowes@bcpartnership.ie

or

- post or hand delivered marked Private and Confidential to Sarah Bowes , Ballyfermot Chapelized Partnership, 4 Drumfinn Park, Ballyfermot, Dublin 10

Closing date for receipt of applications is **5pm Wednesday 24th April 2024** (no late applications will be accepted)