



Liffey Area Partnership (formerly Ballyfermot Chapelizod Partnership) is seeking to appoint an Administration Officer – permanent post

The Liffey Area Partnership (LAP) is seeking to appoint a dynamic, flexible, outgoing, and competent applicant to a front of house post in administration. The post will commence in our Dublin 10 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 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 **tdunphy @liffeypartnership.ie**
- post or hand delivered marked Private and Confidential to Teresa Dunphy , Liffey Area Partnership, 4 Drumfinn Park, Ballyfermot, Dublin 10

Closing date for receipt of applications is **4 pm Tuesday 29th October 2024** (no late applications will be accepted)