

## **Active Retirement Ireland: Membership Support Officer** **(<https://www.activelink.ie/node/107614>)**



### **Active Retirement Ireland wishes to recruit a Membership Support Officer (Full time)**

Active Retirement Ireland is a national network of over 500 local Active Retirement Associations and 20,000 members. ARI believes that older people have the right to be full and participative members of our society. The Membership Support Officer will provide support to a wide range of functions within the National Office.

#### **The work will include:**

- Answering telephone calls and directing them to the appropriate member of staff
- Processing incoming and outgoing post, including mailshots
- Inputting and maintaining up-to-date information on the Membership Database
- Support the organisation of membership events such as AGMs and other events
- Ordering office supplies in line with requests from management
- Making bookings for events, travel and accommodation as required
- Other tasks may be reasonably assigned from time to time in consultation with the Operations Manager
- A high level of integrity, accountability, confidentiality, responsibility and flexible, constructive engagement is required in the carrying out of these duties.

#### **Person Description**

##### **The individual should have:**

- At least 3 years proven experience in administration roles
- Experience of working in teams of varying sizes
- Good working knowledge of Microsoft Office, in particular Word, Excel and Outlook
- Knowledge and experience of working with database software
- Experience in the administration of large membership events
- Experience in maintaining data standards, including adherence to the Data Protection Act
- Excellent attention to detail
- Great telephone manner and experience of dealing with multiple queries
- Ability to adapt to changing priorities and thrive in a fast-paced work environment
- Excellent communication skills, with a willingness and ability to work with and contribute to the team
- Enthusiasm for the aims and objectives of Active Retirement Ireland

The salary for this position is €28,777 per year. It is an office-based role, Monday to Friday, 9am – 5pm, with 22 days annual leave per calendar year. This post may involve some travel from time to time, with time off in lieu for working at evenings or weekends.

Please send your CV and a cover letter to [Sharon@activeirl.ie](mailto:Sharon@activeirl.ie) (mailto:Sharon@activeirl.ie) and mark as Membership Support Officer.

Closing date for applications: **5pm 10th May 2024.**

**Region**  
Dublin 7

**Date Entered/Updated**

15th Apr, 2024

**Expiry Date**

10th May, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/community/107614-active-retirement-ireland-membership-support-officer>