

Specified Purpose Trust: Administrator / Personal Assistant (Part Time) (<https://www.activelink.ie/node/115975>)

The primary purpose of this role is to work as an administrator/personal assistant to carry out a range of duties as set out by the trustees of a trust which was set up to provide financial and medical support to a disabled person.

Job Location: South Offaly / North Tipperary area

Hours of work: 14 hours (some flexibility on when hours are worked)

Contract: One-year initial fixed term contract (hybrid)

Probation Period: 6 months

Salary: €20 per hour

We are seeking to appoint an experienced and enthusiastic Administrator/Personal Assistant to work with a disabled person to undertake a variety of administrative tasks. We are looking for someone with good office administration skills as well as good IT/accounts skills. This role would suit someone having an office background with some exposure to preparing accounts, invoicing, credit control etc.

The successful candidate will be Garda vetted.

To Apply:

Please submit your CV and a covering letter outlining your relevant experience and why you are interested in this role to Denis Egan at denistc@ymail.com (<mailto:denistc@ymail.com>). The closing date for applications is 18th June 2025

Region

South Offaly / North Tipperary

Date Entered/Updated

3rd Jun, 2025

Expiry Date

18th Jun, 2025

Source URL: <https://www.activelink.ie/vacancies/community/115975-specified-purpose-trust-administrator-personal-assistant-part-time>