

LADIES GAELIC FOOTBALL ASSOCIATION

OFFICE ADMINISTRATOR

The Ladies Gaelic Football Association (Association), founded in 1974 has in Ireland over 176,000 registered members. The game is played in countries across the world. Five Provincial Councils covering Ireland and Britain are responsible for running championships and competitions in their provinces.

To continue its development as one of the largest, fastest growing, active and dynamic sports in Ireland, the Association is looking to fill the position of Office Administrator based in our Croke Park office. This is a three year fixed term contract.

Reporting to the Chief Executive, you will be responsible for:

- Providing general administrative support across the range of activities delivered by the Association
- Delivering excellent customer service through the management of all queries received into the office, ensuring they are directed to the correct area, tracked and resolved efficiently.
- Providing administrative support for the operation of the office, managing post, ordering supplies and managing service contracts.
- Providing general administrative support to the CEO and members of the LGFA team as required.

Successful candidates will have:

- A minimum of three years relevant experience in an office environment with a high level of competence in the Microsoft office suite.
- Strong interpersonal and team focused skills and a pleasant telephone manner.
- A high degree of initiative and flexibility as the role requires the management of a diverse number of tasks, which are related to administration issues within and external to the Association.
- Excellent planning and organisation skills with a strong attention to detail with ideally some experience in event or project management.
- An innovative approach, looking for opportunities to further develop processes and procedures and the maximisation of IT.
- Ideally have a knowledge or interest in the sport.

Applicants are invited to submit their completed application form and C.V.s to *Helen O'Rourke, Chief Executive, Ladies Gaelic Football Association, Croke Park, Dublin 3* or email to helen@ladiesgaelic.ie

The closing date for applications is Monday 25th January 2016.