



ST.MONICA'S YOUTH RESOURCE CENTRE

LIMITED



#JOB-2408232

SAINT MONICA'S YOUTH RESOURCE



CENTRE, Woodbine Road, Raheny, Dublin 5,
D05 K640



No of positions : 1



Paid Position



25 hours per week



Dependent On Experience



20/08/2025



29/08/2025

How to apply

Application Method :

Not available



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Centre Administrator - Secretary

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

PURPOSE OF THE ROLE:

The Centre Administrator - Secretary will collaborate closely with all staff and provide essential administrative and management support across all departments, with a direct reporting line to the Board of Directors.

KEY DUTIES AND RESPONSIBILITIES:

HRM

Arrange and attend all directors' and shareholders' meetings

Preparation of minutes, resolutions and associated documentation

Maintain and update statutory records

Make statutory filings

Liaise with Companies Registration Offices and various other parties and stakeholders

Assist in the planning and coordination of stakeholder and public events

Monitor and update website and social media content to ensure accessibility and relevance

Support Youth Project and Community Employment Programs

Financial, management support duties as assigned

Facility oversight

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Managerial