



ALTERNATIVE EXPERIENCES LIMITED



#JOB-2410313



51 Wellington Quay, Dublin 2, D02 NH04



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



02/09/2025



30/09/2025

How to apply

Application Method :

Not available



Open your camera
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to view this ad
online



Business & Research Administrator

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

Alternative Experiences LIMITED is seeking applications from skilled, experienced, motivated individuals to join the event planning team at Alternative Dublin as a Business and Research Administrator.

Alternative Dublin provides unique events and tours across the city showcasing a different side of Dublin focusing on various forms of art and new experiences.

Alternative Dublin is located at 51 Wellington Quay, Temple Bar, Dublin, D02 NH04.

This is a fixed-term, full-time contract for two years, Monday - Friday. It is a 39 hours week including breaks with a three-month probation period.

As a Business and Research Administrator, you will report to the General Manager, and ultimately to the Company Owner.

Duties & Responsibilities include:

Coordinates the organisation's services and resources, liaising with other senior staff

Analyses internal processes and systems, consistently reviews and recommends policy changes

Hires and manages staff, assigns and delegates tasks and duties, makes changes in procedures to deal with changes in workload

Create plans, sets objectives and observes and evaluates overall performance

Prepares and reviews operational and financial reports for the company

Controls and administers budgets. Manages bank transfers, invoices and payment links

Interviews and accept internship candidates while being the on site contact for all incoming interns

The ideal candidate will:

Have a level 8 or higher qualification specialising in business and media

Have experience in roles focusing on innovation and creativity

Be a highly organised and meticulous individual

Be self-motivated with a high degree of initiative

Have experience in managing a team

Be a strong communicator

Demonstrate accuracy and attention to detail

- Please send letter of application & CV by application end date listed

• **Sector:** arts, entertainment and recreation

Career Level

• Professional