



Castleknock Community Centre Assoc CLG



#JOB-2436541

CASTLEKNOCK COMMUNITY CENTRE,



Laurel Lodge Road, Castleknock, Dublin 15,

D15 T3PN



No of positions : 1



Paid Position



19.5 hours per week



To be Confirmed



03/03/2026



13/03/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [catherine2.communitycentre@gmail.com](mailto:catherine2.communitycentre@gmail.com)

Address:

[Castleknock Community Centre](#)

[Laurel Lodge Road](#)

[Laurel Lodge](#)

[Dublin 15](#)



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online



## 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

Strong administrative skills

Excellent interpersonal and communication skills

Experience handling cash and preparing financial reports

Proficiency in Microsoft Excel and Microsoft Word

Strong organisational and computer skills

Attention to detail and accuracy

- **Sector:** other service activities

### Career Level

- Entry Level

### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Customer Service, Interpersonal Skills
- **Competency Skills:** Flexibility, Initiative, Time Management