



Irish General Practice Nurses Educational

Association



#JOB-2439663



Co. Dublin,



No of positions : 1



Paid Position



16 hours per week



16.50 Euro Hourly



23/03/2026



10/04/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [admin@irishpracticenurses.ie](mailto:admin@irishpracticenurses.ie)



Open your camera app & point here to view this ad online



## Administrative Assistant (Part-Time)

### 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

#### Role Purpose

The Administrative Assistant will provide administrative support to the National Executive Administrator, the National Membership Officer, and the IGPNEA Board. The role focuses on assisting with day-to-day administrative tasks, communications, meetings, and events to support the effective running of the organisation.

This is a fully remote, part-time role of 16 hours per week. Ideally 4 hours a day from Tuesday to Friday.

This role is based in Ireland. Applicants must be currently residing in Ireland and have the legal right to work here. Candidates must maintain Irish residency and valid work authorisation for the duration of their employment.

#### Key Responsibilities

##### Administrative Support

- Provide general administrative assistance to the National Executive Administrator, National Membership Officer, and Board
- Support the smooth day-to-day running of the organisation
- Assist with office tasks and general organisational duties as required
- Provide cover for colleagues during periods of leave where appropriate

##### Communications & Correspondence

- Assist in managing incoming communications including emails, phone calls, and messages
- Respond to routine queries or direct them to the appropriate person
- Assist in preparing and distributing communications to members and stakeholders

##### Membership Support

- Assist the National Membership Officer with administrative tasks related to membership and the overall running of the organisation

- Support the maintenance and organisation of membership records

#### Meetings & Governance

- Assist in organising meetings, including scheduling and preparation of documentation
- Prepare and distribute meeting agendas and relevant materials
- Take accurate minutes at meetings and circulate them as required
- Support follow-up actions arising from meetings

#### Events & Projects Support

- Provide administrative support for events, including the IGPNEA National Educational Conference
- Assist with coordination, communications, and logistics for events and projects
- Assist during events as required

#### Financial Administration Support

- Assist with basic financial administration tasks such as processing invoices, maintaining records, and organising receipts
- Support the maintenance of accurate financial documentation

#### Person Specification

##### Essential

- Strong administrative and organisational skills
- Ability to work independently and manage time effectively
- Good working knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Strong attention to detail
- Excellent communication and interpersonal skills
- High level of professionalism and discretion

Please forward your CV and a cover letter outlining your relevant experience to: [admin@irishpracticenurses.ie](mailto:admin@irishpracticenurses.ie) by April 10th 2026 at 17:00.

Please ensure to put Application for Administrative Assistant (Part-Time) Role in the subject box.

Applications that do not follow the provided instructions will not be considered.

- This vacancy is suitable for Remote/Blended working
- **Sector:** human health and social work activities

#### Career Level

- Experienced [Non-Managerial]