



Kildare Street and University Club



#JOB-2460784



KILDARE STREET UNIVERSITY CLUB, 17 St

Stephen's Grn, Dublin 2, D02 ND68



No of positions : 1



Paid Position



40 hours per week



40000.00 Euro Monthly



29/07/2026



26/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : club@ksuc.ie



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



Membership 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

The Membership Administrator is responsible for the effective administration of all aspects of the Club's membership operations. The role supports the admission, retention and engagement of members while ensuring the accurate management of membership records, subscriptions, communications and related administrative functions.

The Membership Administrator works closely with senior management, Club committees and colleagues across multiple departments to provide a professional, efficient and confidential service that reflects the high standards of the Kildare Street and University Club.

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]