



Job Advertisement – Home Services Administrator – Area 1 **(Open to Public Competition)**

Family Carers Ireland (FCI) is *the* national charity supporting over 500,000 family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction. We provide a range of services and supports for family carers nationally from our local support centres.

Family Carers Ireland is recruiting a **Home Services Administrator** for our Home Support Services team for Area 1. The Home Services Administrator (HSA) role will carry out office activities as required by the Home Services Manager (HSM) and Home Services Coordinator (HSC). They will also be responsible for ensuring that all administration related to the efficient running of the office is carried out in a timely and effective manner.

Role Criteria: The successful candidate should possess the following **essential** criteria.

- Must be educated to Leaving Cert level (or equivalent) and pursued further studies in Office Administration or IT.
- At least 2 years' experience working within a busy office environment is essential.
- Strong IT aptitude essential with advanced MS Office skills, especially in MS Word.
- Experience working with IT systems is essential.
- Experience of staff scheduling and resource planning.
- Has previously worked in a highly confidential environment.
- Fluency in English, written and verbal.
- Excellent communicator.
- Flexibility in attitude and approach to the job.
- An ability to multitask and have excellent attention to detail.
- A willingness to learn and a desire to implement a culture of continuous improvement within their team.
- A willingness to help out other colleagues.
- A strong work ethic is essential.
- Excellent people skills with an ability to work well with others.
- Full drivers licence with access to own car.

Terms & Conditions: Full time permanent position (37 hours per week across Monday – Friday). The successful candidate will be based from either our Sligo office or Killnaleck, Co Cavan office. The office location will be chosen depending on which is closer to the successful candidate's home. Area 1 maps on to HSE CHO 1 area. The remuneration for this role includes a salary of €29,376 and access to a defined contribution pension scheme. The annual leave entitlement is 23 days per year.

Application Process - Applicants are invited to submit their up-to date CV and cover letter demonstrating how they meet the above criteria to recruitment@familycarers.ie no later than **Friday 5th April 2024**.

Family Carers Ireland is an Equal Opportunities Employer