

Regional Administrator – Southern Operations

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and supports and advocating for the rights and needs of all people living with dementia and their carers.

Our vision is an Ireland where no one goes through dementia alone and where policies and services respond appropriately to the person with dementia and their carers, at the times they need support.

A national non-profit organisation, The Alzheimer Society of Ireland is person centred, rights-based and grassroots led with the voice of the person with dementia and their carer at its core

We are recruiting a Regional Administrator to be based in Cork.

The Operations Administrator is responsible for leading and enhancing all aspects of the administration processes across the Operations Area by maximising administration efficiency to allow operations staff to provide the best quality of service to clients living with dementia and their families.

To be successful in this role you will need secretarial/office administration qualification, to be highly proficient in Microsoft Office Packages (Word, Excel, Powerpoint), previous experience in a busy office environment, previous experience working with financial information and ECDL.

You will need excellent communication and interpersonal skills, excellent organisational and prioritisation skills, excellent accuracy and attention to detail, conscientious and proactive approach to work, ability to understand and respect the need for confidentiality skills and be able to work on your own initiative as well as part of a team.

Salary will be commensurate with the care sector, and dependent on relevant experience. This is a permanent, full-time contract of employment.

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to recruit@alzheimer.ie

A detailed job description is available by contacting recruit@alzheimer.ie.

Closing date for applications is: 10th March 2025

The Alzheimer Society of Ireland is an Equal Opportunities Employer.