Administration Assistant – Kilbarrack – North Dublin Homecare

The ASI is currently recruiting for a part-time Administration Assistant who will be based in North Dublin Homecare, Nesta Kilbarrack Howth Junction Kilbarrack Way D05 DC60.

This role is up to 30 hours per week and is purpose only contract of employment.

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 centered, rights-based and grassroots led with the voice of the person with dementia and their Carer at its core.

The Administration Assistant is responsible for leading and enhancing all aspects of the administration processes for North Dublin Homecare by maximising administration efficiency and assisting the team in the service in ensuring the ASI's clients living with dementia and their families receive the best quality of service and care.

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.

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

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

Closing date for applications is **9am on Friday 20th November 2026**

The Alzheimer Society of Ireland is an Equal Opportunities Employer.