Family Carers Ireland
No one should have to care alone

Home Services Administrator
Limerick/Clare

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.

Ennis Office
Fixed Term (until 21st May 2027),
Full-Time role (37 hours per week across Monday – Friday)

JOB SUMMARY

Family Carers Ireland is recruiting a Home Services Administrator for our Home Support Services team in our Ennis Office base. 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 fast pace, changing office environment is essential.
- Experience of staff scheduling and resource planning, preferable in a healthcare environment.
- Strong IT aptitude essential with advanced MS Office skills, especially in MS Word/Excel is essential.
- Strong Communications skills - verbal and written.
- Has previously worked in a highly confidential environment.
- Fluency in English, written and verbal.
- 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.
- Shows initiative and an ability to progress workload with confidence
- A willingness to help 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: Fixed Term, Full-Time role (37 hours per week across Monday – Friday). The successful candidate will be based at our offices at Ennis. The remuneration for this role includes a salary of €33,804 per year. The annual leave entitlement is 23 days per year. Travel to meetings maybe required.

Application Process: Applicants who wish to view a copy of the job description should email recruitment@familycarers.ie

Applicants are invited to apply via https://familycarersireland.peoplehr.net/Pages/JobBoard/Opening.aspx?v=6225c201-ddc8-4ea6-8cc6-f7dc1c11b7c6 no later than **Wednesday 11th November.**