



## OPERATIONS ADMINISTRATOR

Irish Squash is the National Governing Body (NGB) for squash on the island of Ireland. We are an active member of the Federation of Irish Sport which is the representative organisation for sporting NGB and Local Sport Partnerships (LSP). Irish Squash has just launched its five-year Strategic Plan 2022-2027, and as part of its mission to continue the growth of the sport in Ireland Irish Squash is now seeking applications for the position of Operations Administrator.

- Location:** Based at Irish Squash, National Sports Campus, Blanchardstown D15.  
**Flexibility:** Can be blended with some time working from home.  
**Duration:** Six months Fixed Term Contract (full time).  
**Salary:** €15,000 – Fifteen thousand Euro.

### The Position:

The Operations Administrator will support all the administration tasks necessary to ensure the smooth running of the office of Irish Squash. Interacting with key stakeholders and providing a high level of customer service, responding to queries and requests for information in a professional, courteous, and timely manner. A level of flexibility is required for the role and some evening/weekend work will be required from time to time.

### KEY RESPONSABILITIES:

- Assisting in organising events, scheduling meetings, and making travel arrangements.
- Updating databases as may be required (Clubs, Players, etc).
- Responding to general requests and inquiries.
- Support for Irish Squash website and Social Media channels.
- Handling basic invoicing and payments.
- Performing other administrative duties as may be required.

### THE PERSON:

The successful candidate will have the following:

1. Strong organisational and administrative skills, with good attention to detail.
2. Excellent and confident communicator with good written and verbal skills
3. High level of flexibility with positive attitude
4. Ability to establish good working relationships
5. Ability to prioritise workloads and work as part of a team and individually.

### DESIRABLE:

- An interest in squash and a willingness to help Irish Squash successfully grow the sport.
- A knowledge of the sport as it exists currently in Ireland.
- A knowledge of the Irish sporting landscape, including Sport Ireland and the LSP networks.

### REQUIRED:

- Minimum 2 years administrative / operational experience.
- Proficiency in Google & Microsoft.

Closing date for receipt of Applications is close of business on: Friday 30<sup>th</sup> September 2022.

Send application and CV to [info@irishsquash.com](mailto:info@irishsquash.com)

Irish Squash is an equal opportunity employer