



Pentathlon Ireland is the National Governing Body for the Sport of Modern Pentathlon in Ireland, is governed by a board, employs four full and part-time staff and is located at Sport HQ at the Sport Ireland Campus in Abbotstown, Dublin 15.

PI is now seeking a part-time administrator to take over from the current incumbent who is taking time out to travel. A hybrid office-based/working from home option is available to a suitable candidate.

Website – www.pentathlon.ie

Administrator Job Description

The successful applicant will play a central role in the administration of the organisation, support the operations of our High Performance and development teams, coordinate and manage PI's various social media platforms, oversee the administration of the PI office administer finance and payroll and undertake general duties.

This position reports to the CEO

Job Responsibilities

- Coordinate the administration of Pentathlon Ireland
- Attend and draft of minutes of meetings as required
- Maintain and update financial systems and records; issue invoices, and process payment of supplier bills and payroll
- Maintain and update company databases, the contacts directory, email distribution lists
- Coordinate and manage the web site and social media platforms
- Manage and coordinate communications with members, stakeholders and the public

This above is not to be regarded as exclusive or exhaustive, and additional reasonable duties and requirements associated with the role will arise throughout the period of employment.

Qualifications and Experience

- A third level qualification in sport or recreation desirable
- Proven organisational and administrative skills is essential
- Outgoing interactive personality with a passion for Sports Administration
- Excellent communication and interpersonal skills
- Knowledge and understanding of the workings of social media platforms.
- A positive can-do flexible attitude approach to the work
- Understanding of the sport sector structure and environment, and knowledge of a range of sports is desirable
- A current driving license and access to private transport, while not essential, is desirable.

Compensation is at the rate of €/hour, for an annual contract subject to completion of a 6 month probationary period.