



*Community Resource Centre  
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Community Resource Development*

## **Balla Community Resource Development (CRD) is recruiting for an Office Administrator €25,000 to €30,000**

Balla CRD intends to recruit an Office Administrator, under the Community Services Programme on a fixed-term basis until the end of December 2022, based in the Community Resource Centre.

Balla CRD is a non-profit making community development organisation focused on improving the quality-of-life for all in Balla. Our vision is of a diverse, vibrant community who see Balla CRD as the first port of call, providing an independent local resource in making the greatest positive impact on the people in our community.

### **Role Description**

This is an ideal opportunity for you to join a dynamic team in an exciting role in which you will have the opportunity to be creative. The role includes office and reception duties where your professionalism, initiative and office skills will be welcomed in dealing with a range of duties with the public, stakeholders and suppliers in a busy Community Centre.

Experience and competence in all office administration systems including: Computerised Monthly Accounting Procedures & Payroll, General Office Administration and Recordkeeping associated with Balla Community Centre and Balla CRD is essential.

The role involves data management & protection, filing and archiving, liaising with internal and external services, updating and maintaining IT management system, word processing and preparing presentations. It also includes updating social media, providing administrative support to the Manager, Staff, Management Committee and Board.

A full job description can be got by email at [ballacrdjobs@gmail.com](mailto:ballacrdjobs@gmail.com) or on [www.balla.ie](http://www.balla.ie)

Applicants should fulfil Pobal CSP recruitment criteria. Details are available online at:  
<https://www.pobal.ie/programmes/community-services-programme-csp/>

The post will be for 39 hours per week, with out-of-hours and evening work to be shared with other staff. The salary for this job will be €25,000 to €30,000 depending on experience and qualifications.

Closing date for applications is **Monday 16<sup>th</sup> August 2021**.

Applications accepted via email only to [ballacrdjobs@gmail.com](mailto:ballacrdjobs@gmail.com)

Shortlisting may apply and interviews will take place week commencing **23<sup>rd</sup> August 2021**.

This project is supported by the Department of Rural and Community Development and Pobal through the Community Services Programme.

