



# Dublin Lawn Tennis Council

## Vacancy for Office Administrator

The Dublin Lawn Tennis Council (DLTC) runs eight inter-Club team tennis competitions throughout the year for tennis clubs in the greater Dublin area. It now seeks to fill the position of **Office Administrator**. The Office Administrator will carry out comprehensive administrative duties and will provide support to the Council in the management of all aspects of its League competitions.

<b>Job Role:</b>	Office Administrator
<b>Location:</b>	Dublin Lawn Tennis Council Office based at David Lloyd, Riverview, Dublin 4.
<b>Reporting to:</b>	DLTC President
<b>Working hours:</b>	25 hours per week.
<b>Salary:</b>	TBD
<b>Holidays:</b>	Statutory Holidays (4 weeks)

### Key Duties of the Office Administrator:

- The Office Administrator will be responsible for the smooth running of the DLTC Office and its administrative affairs on a day-to-day basis.
- S/he will handle all day-to-day external communications on behalf of the Council, mainly with Tennis Club Secretaries/Administrators whose clubs are participating in its leagues.
- S/he will deal with all internal communication, mainly with DLTC Officers and Councillors who are co-ordinating specific leagues. All DLTC Councillors are working in a voluntary capacity for the DLTC.
- S/he will maintain a neat, well organised Office space.
- S/he will update the DLTC website regularly with league fixtures, schedules, notices, photographs etc., as directed by the Council.
- S/he will maintain financial records, as directed by the DLTC Treasurer.
- S/he will prepare all materials required for League Finals.
- S/he will assist with set up of Leagues on DLTC System
- S/he will assist with Scheduling of Leagues
- S/he will update DLTC Data Base System as required
- S/he will assist in getting Cups engraved for League Finals
- From time-to-time s/he will attend Council Meetings if required.
- Assist with checking results if requested.

## Essential Competencies:

- Excellent organisational skills to ensure the administrative affairs of the Office are run and managed efficiently and effectively and with attention to detail.
- Strong communication skills, both oral and written.
- Thorough knowledge of and experience in using Microsoft Office, especially Word, Excel and Gmail in an Office/workplace environment.
- Excellent interpersonal skills.
- Very good time management skills; an ability to plan and prioritise is essential.
- A proven ability to collaborate effectively with others in a workplace environment.
- Flexibility and willingness to take on additional tasks and to adopt new systems as they arise.
- Ability to work on one's own initiative.

It is desirable that the Office Administrator would have two to three years relevant Office experience. Knowledge of League Tennis, DLTC and Tennis administration would be a distinct advantage.

Please e-mail your CV with the names of, and contact details for two referees, and covering letter to **dublinlawntenniscouncil@gmail.com: For the attention of: Hon. Secretary, Dublin Lawn Tennis Council** on or before 5 pm on Friday, 26<sup>th</sup> April 2024.