

Blackrock Bowling & Tennis Club

Job Title: Club Administrator



We are seeking an organised, proactive, and customer-focused Club Administrator to support the smooth day-to-day operations of our Club. This role combines membership administration, financial processing, communications and general office duties.

16 hours weekly over 4-5 mornings per week Monday – Friday on site at 7 Green Road, Blackrock.

For more details, please contact contact@blackrockbtc.ie