



## IRISH THOROUGHBRED BREEDERS' ASSOCIATION

# MEMBERSHIP ADMINISTRATOR

This is a full-time position and a hands-on role for someone who is looking for a challenge and wants to be part of a small but progressive team.

**Reporting to the CEO, the successful candidate will be responsible for;**

- Management, organisation and administration of the ITBA membership
- Delivery of a comprehensive members communications strategy and benefits scheme
- Maintenance of ITBA website and all social media outlets.
- General office administration.

### **Key Requirements**

- A minimum of two years' experience in a customer facing, administrative role.
- Expert in use of social media and experience with organisation and management of CRM systems.
- Excellent communication and inter-personal skills
- Highly organised self-starter with strong planning and organisation skills
- Ability to work independently and use own initiative.
- Experience in the breeding industry is desirable but not essential.

Applications complete with CV in strictest confidence to  
CEO, Irish Thoroughbred Breeders' Association, Greenhills, Kill,  
Co. Kildare or email to [sodwyer@itba.ie](mailto:sodwyer@itba.ie)  
by Wednesday 21st October, 2020