



Wexford Harbour Boat and Tennis Club

Are recruiting for

Experienced Office Administrator

4/5 day week.

Duties to include:

Day to day Marketing of the Club facilities

Management of Bar and Clubhouse

General Accounts and Wages

Dealing with members and management of staff

Administering Junior Sailing & Tennis Camps

Function & Event Sales

Candidates should be IT literate

Please address applications for the attention of

The Commodore to:

jobvacancy@whbtc.ie

Closing date for applications 25th May 2018

WHBTC is an equal opportunities employer.