

Castletown Town Commissioners



Administration Officer (Full-Time, Permanent)

We are looking for an experienced and enthusiastic Administration Officer to join our team on a full-time, permanent basis. This is a varied and hands-on role that provides essential support to the Housing Manager and the wider office team. The successful candidate will be responsible for a broad range of operational, administrative, and customer-facing duties that contribute to the smooth and efficient running of the office.

This position would suit a highly organised administrator who thrives in a busy environment, enjoys working with people, and takes pride in delivering excellent customer service.

Key Responsibilities

- Provide administrative support to the Housing Manager and wider office team.
- Manage a variety of office administration and operational tasks.
- Act as a first point of contact for customers and visitors.
- Maintain accurate records and documentation.
- Assist with correspondence, reports, and general office duties.
- Support the efficient day-to-day running of the office.

Essential Requirements

- A minimum of 4 years' experience in an office administration role.
- Proven ability to effectively manage and prioritise a varied workload.
- Excellent written and verbal communication skills.
- Previous experience in a customer-facing role with a strong focus on delivering outstanding service.
- Good working knowledge of Microsoft Office, including Word, Outlook, and Excel.
- Ability to work collaboratively as part of a small team, as well as independently when required.
- A professional, reliable, and confidential approach to work.

About You

You will be proactive, approachable, and highly organised, with a positive attitude and a willingness to take ownership of your work. You will enjoy working in a fast-paced office environment and be committed to providing a high standard of support to colleagues and customers alike.

If you are proactive, approachable and enjoy working in a busy office environment, we would love to hear from you.

How to Apply:

To apply for this role, please submit your CV and a brief cover letter outlining your relevant experience, or for further information and a job description please contact the HR Manager by email di.williams@castletown.gov.im or by calling +44 1624 825005.

Closing date for this position is Monday 15th June 2026