

ADVERT ID 105507 *

General

IPPN

FAO: Address:
<https://www.ippn.ie>

MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Fri Jun 8 2018 13:20:55
Application Closing Date: Wed Jun 20 2018
Commencement Date: Wed Aug 1 2018
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title: Front of House Administrator
Description: Applications are invited for the post of Front of House Administrator with the Irish Primary Principals' Network (IPPN). The successful candidate will be responsible for the day-to-day administrative support of a national vibrant organisation, with particular responsibility for PA Support to the CEO and President, including Diary management and first point of contact for IPPN's 6,000 members engaging with the organisation.

The post offers an excellent opportunity for an ambitious candidate to work in a dynamic and effective professional association.
This position is a full time, permanent role with a competitive salary.

APPLICATION REQUIREMENTS

- Application Form

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: FAO:
Address:
County: Cork
Email Address: caroline.odea@ippn.ie
Phone:
Website: <https://www.ippn.ie>