

ADVERT ID 115001

## Secretary / Administrator

### Coláiste Phádraig CBS

Roselawn Lucan

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Post Primary  
**Date Posted:** Mon Jan 14 2019 13:39:12  
**Application Closing Date:** Mon Jan 21 2019  
**Commencement Date:** Mon Jan 28 2019  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 27.5

#### POST DETAILS

**Additional Information:** General receptionist and secretarial duties. Previous experience/experience with accounts an advantage.

#### APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 60264A  
**Apply To:** The Principal,  
Coláiste Phádraig CBS,  
Roselawn,  
Lucan,  
Co. Dublin  
**County:** Dublin  
**Postal District:** County Dublin  
**Enquiries To:** [principal@colaistephadraig.com](mailto:principal@colaistephadraig.com)