

ADVERT ID 131154

Secretary / Administrator

Coláiste Bríde

The Secretary, B.O.M. Coláiste Bríde New Road Clondalkin D22C6Y2
<https://www.colaiстеbride.com>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Jan 7 2020 12:59:24
Application Closing Date: Thu Jan 16 2020
Commencement Date: Thu Jan 23 2020
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 30

SCHOOL DETAILS

School Type: Secondary School
School Structure: Girls
Current Enrolment: 985
Droichead school: Yes

POST DETAILS

Additional Information: Coláiste Bríde invite applicants for the post of Accounts Administrator to join its admin team. Permanent position, working week 30 hours, Monday - Friday. Must have experience in bookkeeping – Sage. Proficiency required in payroll procedures and online banking, good working knowledge of Excel and Word essential.

Apply with CV and References to
 Secretary, BOM, Coláiste Bríde
 New Road, Clondalkin, Dublin 22.

On or before 16th of January 2020

APPLICATION REQUIREMENTS

- Letter of Application
- References (written)
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 60122D
Apply To: Secretary, B.O.M.
Coláiste Bríde
New Road
Clondalkin
Dublin 22
D22C6Y2
County: Dublin
Postal District: Dublin 22
Enquiries To: info@colaistebride.com
014591158
Website: <https://www.colaistebride.com>
Further Information: <https://www.colaistebride.com>

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