

ADVERT ID 137450

Secretary / Administrator

Coláiste de hÍde

Bóthar Chaisleán Thigh Motháin Tamhlacht Baile Átha Cliath 24 Baile Átha Cliath D24NP82
<https://www.colaistedehide.ie>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Jun 23 2020
Application Closing Date: Fri Jul 10 2020
Commencement Date: Tue Aug 4 2020
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Community College
Current Enrolment: 300
Droichead school: Yes
Gaelcholáiste

POST DETAILS

Additional Information:

Is Gaelcholáiste sinn i dTamhlacht, Baile Átha Cliath 24.
Níl Gaeilge éigeantach don phost ach bheadh sé inmhianaithe.

The role of Clerical Officer is a varied one involving a range of customer service- reception and administrative/secretarial duties.

The successful candidates will be flexible and adaptable with excellent interpersonal, communication and organisational skills. A high level of computer literacy with competency in database management and MS Office.

Application Form and Job Details are available from
<http://www.ddletb.ie/corporate/recruitment/>

Closing date for completed applications is 3:00 p.m. Friday 10th July 2020.

Dublin and Dún Laoghaire Education and Training Board is an equal opportunities employer.

APPLICATION REQUIREMENTS

Applications may be submitted by

Telephone enquiries welcome

APPLY TO THIS JOB VACANCY

Roll Number: 70021D
Apply To: Bóthar Chaisleán Thigh Motháin
Tamhlacht
Baile Átha Cliath 24
Baile Átha Cliath
D24NP82
County: Dublin
Postal District: Dublin 24
Enquiries To: eolas@colaistedehide.ie
0879015515
Website: <https://www.colaistedehide.ie>
Further Information: <http://www.ddletb.ie/corporate/recruitment/>

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