

ADVERT ID 226694

General

Drumcondra Education Support Centre

DCU St Patrick's Campus Drumcondra Rd Drumcondra D09 CKC8
<https://www.ecdrumcondra.ie>

MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Wed Oct 23 2024
Application Closing Date: Wed Nov 6 2024
Commencement Date: Mon Dec 9 2024
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title:

Administrative Assistant

Description:

Office Position in Drumcondra Education Support Centre
Drumcondra Education Support Centre (DESC) is one of 21 full time Education Support Centres nationally. We organise the local delivery of national programmes of teacher professional development on behalf of the Department of Education (DE). Additionally, we react to the needs of the educational community in our catchment and offer a variety of locally sourced and developed programmes of activities. We are a statutory body funded by DE and managed by a director on behalf of a voluntary Management Committee.

Position advertised:

- Administrative Assistant
- 35 Hours per week
- Grade III – Point 1

You will be employed as an Administrative Assistant and will be required to be flexible in this position and must be prepared to undertake duties as may be assigned to you by the organisation.

Skills required:

- Demonstrate a high level of ICT literacy including a proven ability to apply technology in the workplace
- Be proficient in Office 365
- Have a good working knowledge of social media
- Have excellent communication and interpersonal skills
- Have excellent administrative skills
- Have the ability to prioritise and manage work in a dynamic and fast paced environment
- Have the ability to work on their own initiative within a flexible, co-operative team structure

Specific duties will include:

- Cúrsaí Samhraidh, (Summer Courses), administration
- Administration of Education Initiatives
- General Reception Area Duties
- A knowledge of book-keeping is desirable but not mandatory

Completed application forms should be submitted in electronic format only by 5pm Wednesday 6th November 2024 to recruitdesc@ecdrumcondra.ie

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- Application Form
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: Drumcondra Education Support Centre
County: Dublin
Postal District: Dublin 9
Enquiries To: recruitdesc@ecdumcondra.ie
Website: <https://www.ecdrumcondra.ie>
Further Information: <https://ecdumcondra.ie/vacancies/>

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