

ADVERT ID 91476 *

Secretary / Administrator

Le Chéile Secondary School

lecheilejobs@lecheilesecondaryschool.ie
<https://www.lecheilesecondaryschool.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Aug 15 2017 14:13:16
Application Closing Date: Wed Aug 23 2017
Commencement Date: Fri Sep 1 2017
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 40

SCHOOL DETAILS

School Type: Voluntary Secondary School
Trustees: Le Chéile Schools Trust
School Structure: Co-Educational

POST DETAILS

Additional Information: Le Chéile Secondary School, a Catholic Secondary School, requires a school secretary/receptionist for office duties including payroll, banking, accounts, general office and receptionist duties. The successful candidate should have experience of a busy office environment and be highly competent in the use of office administration IT packages.

The hours of work are between 8.30pm to 4.30pm Monday to Friday.
Salary €22,000 - €25,000 depending on experience.

APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

Telephone enquiries welcome

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 68083N
Apply To: lecheilejobs@lecheilesecondaryschool.ie
County: Dublin
Email Address: lecheilejobs@lecheilesecondaryschool.ie
Phone:
Website: <https://www.lecheilesecondaryschool.ie>

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