

ADVERT ID 97745 *

Secretary / Administrator

St. Benildus College,

FAO: the Principal, Address: St. Benildus College, Upper Kilmacud Road, Stillorgan, Blackrock, County Dublin.
<https://www.stbenilduscollege.com>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Wed Jan 17 2018 08:31:15
Application Closing Date: Tue Jan 23 2018
Commencement Date: Mon Jan 29 2018
Status of Post: Part-Time
Number of Vacancies: 1
Number of hours per week: 20

SCHOOL DETAILS

School Type: Voluntary Secondary School
Trustees: Le Chéile
School Structure: Boys

POST DETAILS

Additional Information: St. Benildus College invites applications from suitably qualified applicants to fill a part-time vacancy for the position of Office Secretary. Accounts experience an advantage. Deadline for receipt of applications is 12 noon on Tuesday 23rd January 2018.
Garda Vetting will apply.
St. Benildus College is an equal opportunities employer.
SHORT LISTING MAY APPLY

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post
- Fax

APPLY TO THIS JOB VACANCY

Roll Number: 60261r
Apply To: FAO: the Principal,
Address:St. Benildus College,
Upper Kilmacud Road,
Stillorgan,
Blackrock,
County Dublin.
County: Dublin
Email Address: stbenildusoffice@stbenilduscollege.com
Phone:
Website: <https://www.stbenilduscollege.com>

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