

ADVERT ID 197468

Secretary / Administrator

St. Colman's College

Fermoy Fermoy
<https://www.stcolmanscollege.com>



MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Jun 29 2023 15:41:52
Application Closing Date: Fri Jul 14 2023
Commencement Date: Fri Sep 1 2023
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 35

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Boys
Current Enrolment: 720
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of the School invites applications for the position of School Secretary. Candidates must have excellent organisational and administrative skills. The successful candidate must be proficient in the use of MS Word, Excel, PowerPoint and Outlook and, ideally, a knowledge of VSware and PPOD. Please note that this position requires Garda Vetting. Only short listed candidates will be contacted.

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 62260C
Apply To: St Colman's College,
Fermoy
County: Cork
Enquiries To: office@stcolmanscollege.com
Website: <https://www.stcolmanscollege.com>

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