

ADVERT ID 203497

Secretary / Administrator

Calasanctius College

Oranmore

<https://www.calasanctius.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Tue Sep 26 2023 19:23:54
Application Closing Date: Mon Oct 9 2023
Commencement Date: Mon Nov 6 2023
Status of Post: Maternity Leave - Fixed Term
Number of Vacancies: 1
Number of hours per week: 40

SCHOOL DETAILS

School Type: Secondary School

POST DETAILS

Additional Information:

Please apply with CV to recruitment@calasanctius.ie

The ideal candidate should:

Be highly computer literate.

Be receptive and willing to upskill.

Be flexible and able to work on own initiative.

Excellent communication skills.

Duties will include:

General secretarial and clerical duties.

Dealing with queries, correspondence, and booking of facilities.

Ordering materials

Updating school and DES database

Processing school enrolments

OLCS returns

APPLICATION REQUIREMENTS

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

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 63100I
Apply To: Recruitment@calasanctius.ie
County: Galway
Website: <https://www.calasanctius.ie>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.