



MUIRÍOSA FOUNDATION

Valuing life, helping people build meaningful lifestyles

We are seeking to recruit an Administrative Assistant Grade IV

***Personal Assistant Grade IV
Salary Scale: €26,742 - €43,891 LSI)
(Permanent Full-time)
Location: Tullamore, Co. Offaly***

The successful candidate will assist and support the Muiriosa Foundation through the provision of administrative support to the Regional Director.

Applicants must have a relevant recognised relevant third level qualification and must clearly demonstrate that they have the following essential requirements for the role in their application for this post:

- Excellent administration/organisational skills with the ability to set up systems and maintain them.
Strong problem solving and evaluation skills.
- Excellent interpersonal skills and the ability to work effectively as part of a team.
- A high level of initiative and flexibility.
- Strong writing skills and the ability to meet deadlines.
- Good numeric and IT skills, including good knowledge of Word, Excel, PowerPoint.
- The ability to work on a varied range of projects.
- The ability to work on own initiative using good judgement.

Informal Enquiries: angela.robinson@muiriosa.ie or call 057 93 21072

To apply: Applications are available at www.muiriosa.ie (a CV may be submitted with the application)
Completed application forms may be submitted by post to Leona Bell - HR Dept, Moore Abbey,
Monasterevin, Co Kildare or by email to leona.bell@muiriosa.ie

Closing Date for receipt of completed applications: 13th December 2017

Please note that for each position a panel may be formed.

The Muiriosa Foundation is an equal opportunities employer.