



Valuing life, helping people build meaningful lifestyles.

We are seeking to recruit to the following position:

**CE Scheme Assistant Supervisor
(Full time)
LAOIS/OFFALY**

(Supported by the Department of Employment Affairs and Social Protection, which is funded by the Irish Government)

Please quote the following job reference on your application/email: CE LO 001

Informal enquiries to: Gerry McLaughlin 0878059667

Essential Requirements:

- **A minimum of one year work experience required in skills relevant to people management through previous work experience.**
- **Experience of payroll, creating and maintaining databases and spread sheets.**
- **Have a reasonable knowledge of the Role of the Community Employment Supervisor.**
- **Demonstrate responsibility, commitment and motivation to implement the spirit of Community Employment.**
- **Proficiency in Microsoft Office programmes, with the high level of keyboard and computerised office skills.**
- **A full driving licence and own car are required.**
- **Ability to work independently and as part of a team.**
- **An ability to build strong relationships at all levels and show confidence among the team.**
- **Strong customer service focus.**
- **Excellent interpersonal skills, articulate and assertive.**
- **Competent writing skills required.**

Desirable requirement :

- **Major award at Level 6 (3rd Level) or Higher on the National framework of Qualifications in Business Administration, Training, Human Resources, Project Management or related disciplines.**

Garda vetting is part of the recruitment process

(Two employment references will be sought from a successful candidate who is under consideration for appointment)

To apply: Please complete an Application Form, Applications are available at www.muiriosa.ie, in addition please submit a copy of your qualification (submit documents by email to the Recruitment Officer as per the last page of the application or by post to the Recruitment Officer, HR Dept., Moore Abbey, Monasterevin, Co Kildare).

If you are unable to download an application form please telephone 045 532249 during office hours.

Closing Date for receipt of completed applications: **Wednesday 22nd May 2019**
Applications will not be accepted without the relevant job reference CELO001
This vacancy is also posted on Jobs Ireland.

Please note that for each position a panel may be formed.
The Muiríosa Foundation is an equal opportunities employer.