



**Valuing life, helping people build meaningful lifestyles.**

**We are seeking to recruit to the following positions:**

**CLERICAL GRADE III- Offaly services**

**Full time permanent post – 37 hours per week  
Location: Tullamore, Co. Offaly**

We are seeking to recruit Clerical Support Grade III; the successful candidate will assist and support the Muiríosa Foundation through the provision of administrative services.

**Applicants must clearly demonstrate that they have the following requirements for the role in their application for this post:**

- Recognised relevant third level **or** post leaving certificate qualification **or** Previous relevant experience in a similar post
- Excellent administration/organisational skills with the ability to maintain systems and collate data
- 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, good judgement and flexibility
- Strong writing skills and the ability to meet deadlines
- Good numeric and IT skills, including good knowledge of Word, Excel, PowerPoint & e-mail
- The ability to work on a varied range of projects
- Ability to prepare and present well laid out documents
- Be willing to update skills and implement I.T. systems currently used in the Muiríosa Foundation
- Have a full clean driving licence

**Informal enquiries:** Lorraine Moran- 087 2966396

**To apply:** Application Form Only - applications are available at [www.muiriosa.ie](http://www.muiriosa.ie)  
Applications must be typed and submitted by email to [leona.bell@muiriosa.ie](mailto:leona.bell@muiriosa.ie)

Closing Date for receipt of completed applications: **Tuesday 07.03.18 @ 3 p.m.**

The Muiríosa Foundation is an equal opportunities employer.