



CLERICAL OFFICER GRADE IV
PERMANENT, FULL TIME (37 hours per week)

We are seeking to recruit an Administrative Assistant Grade IV; the successful candidate will assist and support the Muiríosá Foundation through the provision of administrative services to our Clinical Team based at Moore Abbey, Monasterevin, Co Kildare.

Please quote the following reference on your application/email: COIVCLIN

Requirements:

- Recognised relevant third level or post leaving certificate qualification
- Not less than three years' previous experience in a similar post** (preferably of a kind that would help contribute in a very meaningful way to the post in question) at a grade not less than a clerical officer, or equivalent
- Ability to take dictation
- Excellent administration/organisational skills with the ability to set up systems and maintain them
- Strong ability to use Core Portal and Core BI (or similar time and attendance system) – Rosters, Recording Absence and Leave, Running Reports
- 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
- The ability to work on a varied range of projects
- Ability to prepare and present well laid out documents, including presentations to management and other committee meetings

**Processing timesheets and travel claims, dictation including preparation of reports, raising purchase order requisitions, supporting Share a Break Scheme including liaising with families, general administrative support.

To apply: Applications must be typed and submitted by email to Leona Bell, email address as per the last page of the application form (applications are available at www.muiriosa.ie OR by calling 045532217)

Closing Date for receipt of completed applications: **Friday 13th April 2018 @ 3pm**

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

The Muiríosá Foundation is an equal opportunities employer.