

ADVERT ID 183902

Secretary / Administrator

Coláiste Nano Nagle

Presentation Campus Sexton Street Limerick
<https://colaistenanonagle.ie>

MAIN DETAILS

Status: Deactivated
Level: Post Primary
Date Posted: Thu Nov 17 2022 15:54:35
Application Closing Date: Fri Dec 9 2022
Commencement Date: Thu Jan 5 2023
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 40

SCHOOL DETAILS

School Type: Secondary School
Current Enrolment: 350

POST DETAILS

Additional Information: The ideal candidate should have excellent interpersonal and communication skills, be highly computer literate and be able to work on own initiative. Ideal candidate should also have experience in computerised accounts and payroll. An application form for this position and job-description may be obtained by emailing office@cnnlimerick.ie

Applications will only be processed which have been submitted on the organisation's application form. No CVs or application letters should be submitted.

Garda Vetting will apply. Short listing may apply and only shortlisted candidates will be contacted. Canvassing will disqualify. The school is an equal opportunities employer.

APPLICATION REQUIREMENTS

- [Standard Application Form](#)

Applications may be submitted by

- Telephone enquiries welcome
- Post

APPLY TO THIS JOB VACANCY

Roll Number: 64250J
Apply To: The Secretary, Board of Management
Coláiste Nano Nagle,
Presentation Campus,
Sexton Street,
Limerick.
County: Limerick
Enquiries To: office@cnnlimerick.ie
061410390
Website: <https://colaistenanonagle.ie>

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