

ADVERT ID 225798

Secretary / Administrator

Wilson's Hospital School

Heathlands Multyfarnham Mullingar N91 AX97
<http://www.wilsonshospitalschool.ie/>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Fri Oct 4 2024 12:42:33
Application Closing Date: Fri Oct 25 2024
Status of Post: Permanent
Number of Vacancies: 1
Number of hours per week: 37

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Co-Educational
Current Enrolment: 440
Droichead school: Yes

POST DETAILS

Additional Information:

Beneficial:

- Have experience in a previous secretarial role and/or in bookkeeping/ accountancy role.
- Have some experience in computerised accounts package.
- Have some experience in computerised payroll package.
- Excellent level of numerical and analytical skills
- Experience in the software packages, Excel, Word, and Outlook
- Be receptive and willing to upskill
- Have excellent interpersonal and communication skills.
- Ability to handle multiple tasks simultaneously.
- A high degree of discretion and ability to work with sensitive and confidential data.
- Commitment to meeting deadlines

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 63300Q
Apply To: Email applications only to: jgalligan@whs.ie
Subject Field: Secretary Job Application
County: Westmeath
Enquiries To: jgalligan@whs.ie
Website: <http://www.wilsonshospitalschool.ie/>

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