



Saint John of God Community Services CLG

Liffey Services

Saint John of God Community Services, Liffey Services supports individuals with intellectual disabilities to be active participants within the community that they live. Saint John of God Liffey Services invites applications for the post of Administrative Assistant – Grade IV. This is a specified purpose full-time contract working across Liffey Services with primary locations between Islandbridge, Dublin 8 and Celbridge, Co Kildare

Administrative Assistant – Grade IV

Specified Purpose – Full time

(Ref No: AA-21)

The successful candidate is required to have the following:

- Minimum of four years' experience working in the area of administration.
- A proficiency in working with all Microsoft Office Applications, minimum two years.
- Demonstrable experience working on their own initiative and as part of a team.
- Good interpersonal and organisational skills.
- An excellent command of the English language with experience and proficiency in minute taking and transcribing.
- Own car with full clean Driver's Licence.

Interested candidates should apply by forwarding a covering letter and CV (*including written explanation for any gaps in employment*) to the:

Human Resources Department, Saint John of God Community Services Liffey Services, St Raphael's, Celbridge, Co. Kildare or by email to liffeyservicesrecruitment@sjog.ie. (*Please include the post reference number in the subject line of your application*).

Applications will be short-listed based on the information supplied in the Curriculum Vitae in line with the above requirement and a panel may be formed from which future vacancies will be filled. Full job description is available from HR on liffeyservicesrecruitment@sjog.ie.

Closing date for applications is 11th March 2021

By applying to this position you are giving Saint John of God Community Services CLG consent to have your personal data retained for the purpose of this competition only. Please note only shortlisted candidates will be contacted.

Saint John of God Community Services CLG is an equal opportunities employer