



# Daughters of Charity Disability Support Services

*Applications are invited for the following position:-*

## **CLERICAL 3 EAST LIMERICK CHILDREN'S SERVICES BALLYSIMON, LIMERICK Permanent – Full time 37 hpw**

*(SALARY €22,892 TO €36,919) Salary subject to Relevant Public Sector Experience*

**Please quote - Req 17380/C3/ELCS on your application form**

*Daughters of Charity Disability Support Services provide Residential and Day Services to people with an Intellectual Disability. We are looking for candidates who are committed to supporting people with disabilities and their families, in a person centred, community based, socially inclusive manner in accordance with our core values and ethos and underpinned by quality, best practice and research.*

**Along with the ability to carry out all duties detailed in the job description, applicants must have all the required documentation attached to your application otherwise regrettably, we are unable to shortlist.**

**Applicants should have:**

- *Completed the Leaving Certificate, or a Level 5 Office Administration course*
- *Reception with excellent telephone and interpersonal skills*
- *At least 3 years experience of working in a busy and varied environment.*
- *A thorough working knowledge of Microsoft Office, together with excellent typing skills essential.*
- *Good planning, organisational, communication, with good problem solving and time management skills.*
- *Experience with working on general accounts and invoicing is desirable*
- *The successful candidate will be self-motivated and willing to work as part of a team as well as on their own initiative.*

***Informal enquiries to Breda Corcoran, Service Manager - TEL: 061 603 401***

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**Application forms / job descriptions are available from our websites**  
**[www.docservice.ie](http://www.docservice.ie), [www.linkedin.com](http://www.linkedin.com) and [www.irishjobs.ie](http://www.irishjobs.ie)**

**We are unable to shortlist applications that do not meet the following criteria:**

Electronic application form, qualifications / attachments, along with original completed Garda Vetting and photographic ID, should be sent to:  
**[recruitment@docservice.ie](mailto:recruitment@docservice.ie)**

**Closing date for receipt of applications:  
12 noon on Friday 10<sup>th</sup> November 2017**

*Daughters of Charity Disability Support Services is an equal opportunities employer*