



Daughters of Charity Disability Support Services

Applications are invited for the following position:-

CLERICAL 3 ST LOUISE'S CENTRE, GLENMAROON Part Time Permanent Hours - 18.5 hpw

**(SALARY €22,892 TO €36,919) Salary subject to Relevant Public Sector Experience
Will be pro-rated based on hours worked**

Please quote - Req 17574/C3/GL 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:

Full Clean Driving licence - this must be attached to your application, otherwise regrettably, we are unable to shortlist

Applicants should:

- ***Completed the Leaving Certificate, or a Level 5 Office Administration course***
- ***Must have reception with excellent telephone and interpersonal skills***
- ***Have 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.***
- ***Applicants should possess good planning, organisational, communication, with good problem solving and time management skills.***
- ***Experience with working on general accounts and invoicing desirable***
- ***Experience of working in an area delivering services to people with Intellectual Disability.***
- ***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 Michael Stokes, Service Manager.
TEL: 01-8999104/ 0863582134***

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**Application forms / job descriptions are available from our websites
www.docservice.ie, www.linkedin.ie and 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**

**Closing date for receipt of applications:
@ 12 noon on Wednesday 8th November 2017**

Daughters of Charity Disability Support Services is an equal opportunities employer