



Clerical Officer – Grade III

Permanent, Part Time – 19.5 hour week Monday to Friday, based in Rossecourt, Lucan

The Organisation:

Stewarts is a voluntary organisation providing comprehensive community based services to people with an intellectual disability. We support people with a wide range of support needs across residential settings, day services, supported independent living, job advocacy and vocational training.

Purpose of the Post:

As Clerical Officer the successful candidate will provide an administrative support service in a busy environment. Working in a care setting, the successful candidate will work within an established supportive team and have the ability to build and maintain excellent relationships at every level across a varied and multi-faceted organisation.

It is essential that the successful candidate has the following:

- Secretarial, ECDL certificate or equivalent qualification to that level.
- Minimum three years previous administrative experience in a busy environment.
- Experience working within a care setting sector an advantage
- Proficient Excel skills, and attention to detail.
- Excellent organisation, interpersonal and communication skills

Salary and qualifications are in accordance with Department of Health & Children Regulations and HSE consolidated pay scales.

Current Salary Scale: Grade III Salary Scale €25,101 - €41,092 LSI

Job description may be obtained by contacting the HR Department

Application is by CV and cover letter by email to: HR@stewartscare.ie or by post to the HR Department, Stewarts Care Ltd, Palmerstown, Dublin 20. Closing date: 2nd December 2021

Stewarts Care Ltd is an Equal Opportunities Employer