



Rialtas
na hÉireann
Government
of Ireland

Tionscadal Éireann
Project Ireland
2040



**South Kerry Development Partnership CLG
Has a Vacancy for a**

SECRETARY/PA

Function: Secretarial/PA & HR Support to the Chief Executive Officer.

Duties:

- ❑ Responsibility for the provision of secretarial/clerical & HR support to the CEO.
- ❑ Dealing with telephone and email enquiries, correspondence, creating and maintaining filing systems, keeping diaries and arranging appointments
- ❑ Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, etc., to produce correspondence, reports, documents and to maintain presentations, records, spreadsheets and databases
- ❑ Assembling meeting agendas and supporting documentation and circulation of same and recording minutes of meetings
- ❑ Updating the Company's Fixed Asset Register
- ❑ Updating staff employment contracts & SKDP's employment policies and procedures
- ❑ Placing purchase orders for Company IT equipment and liaising with SKDP IT maintenance contractor with regard to maintenance and upkeep of SKDP IT equipment.
- ❑ Maintaining staff time & attendance records and recording all leave entitlements taken.
- ❑ Any other functions as assigned by the CEO.

Applicants should have a good standard of education, a recognised secretarial qualification with at least two years' experience in a similar role, strong I.T. excellent interpersonal & communication skills and knowledge of HR management.

The Post will be based in the South Kerry Development Partnership Head Office at West Main Street Cahersiveen. The post is part time, 22.5 hours per week and will be offered on a two year fixed term contract basis concluding 31st December 2021 with the possibility of renewal thereafter dependent on ongoing funding.

Salary Scale €14,638 to €22,521 per annum dependent on qualifications and experience.

Full particulars of the position are available from

Noel Spillane

**South Kerry Development Partnership CLG,
West Main Street, Cahersiveen, Co. Kerry**

Telephone 066 9472724, Fax 066 9472725, e-mail info@skdp.net

Application, in the form of a Curriculum Vitae and Cover Letter should reach
**Noel Spillane, Chief Executive Officer, South Kerry Development Partnership CLG
West Main Street
Cahersiveen
Co Kerry**

Not later than 5:00 p.m. on Wednesday 12th February 2020

South Kerry Development Partnership CLG is an equal opportunities employer.

South Kerry Development Partnership CLG acknowledges the assistance of the Department of Rural & Community Development in supporting this post.