

South Kerry Development Partnership CLG

 <p>SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG.</p>	 <p>An Roinn Gnóthaí Fostaíochta agus Coimíre Sóisialaí Department of Employment Affairs and Social Protection</p>	 <p>OBair Local Employment Service Network</p>	<p>South Kerry Development Partnership CLG West Main Street, Cahersiveen, Co. Kerry Telephone 066 9472724 Fax 066 9472725 e-mail: info@skdp.net</p>
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SOUTH KERRY LOCAL EMPLOYMENT SERVICE

Secretary - Fixed term contract

SOUTH KERRY DEVELOPMENT PARTNERSHIP CLG

Invites applications for the

Post of Local Employment Service Secretary – Job Share

Function: Secretary to South Kerry Local Employment Service

Duties:

- General office procedure.
- General accounting duties – income & expenditure control, bank reconciliation etc
- Responsible for client registrations, information provision, un-keep of LES systems
- Responsibility for the daily running of the office
- Keeping records of all client funding, LES HR records, correspondence and transactions in connection with the implementation of South Kerry Local Employment Service
- Compiling CVs, Cover Letters and client correspondence
- Up-keeping employer and job vacancy data-base
- Management of meeting schedules which would include minutes & agendas of LES staff meetings
- Keeping a record of stock and equipment used in relation to the Local Employment Service
- Source quotations and order stationery and equipment when required on approval from the Co-ordinator
- Other duties as may be reasonably requested by the Co-Ordinator from time to time

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

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 fixed term contract basis concluding 31st December 2020 with the possibility of renewal thereafter dependent on ongoing funding.

Salary Scale €14,638.20 - €22,521.60 per annum dependent on qualifications and experience.

Full particulars of the position are available from
Marie Garvey
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 Monday 23rd March 2020

South Kerry Development Partnership CLG is an equal opportunities employer.

South Kerry Development Partnership CLG acknowledges the assistance of the Department of Employment Affairs & Social Protection in supporting this position