



Rialtas
na hÉireann
Government
of Ireland

Tionscadal Éireann
Project Ireland
2040



South Kerry Development Partnership CLG Has a Vacancy for a

Part Time PA & Secretarial Support to the CEO

The PA & Secretarial Support to the CEO will provide secretarial and administrative support to the SKDP Chief Executive Officer.

The appointed candidate will be responsible for the provision of secretarial and administrative support to the SKDP Chief Executive Officer. Responsibilities will include:

- Dealing with telephone and email enquiries, correspondence, creating and maintaining filing systems.
- 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.
- Attendance at online/hybrid monthly meetings of the SKDP Board and recording the minutes of same.
- Organisation of LEADER Evaluation Committee meetings and maintenance of files.
- Supporting the SKDP Financial Administrator with the updating of the Company's Fixed Asset Register.
- Placing purchase orders for Company I.T. equipment and liaising with SKDP I.T. maintenance contractor with regard to the maintenance and upkeep of SKDP I.T. equipment and acting as a first point of contact for staff with I.T. queries.
- Any other functions as assigned by the CEO.

Applicants should possess at least two years' experience of working in a similar role in a busy fast paced office environment and have excellent I.T. skills and be proficient in the use of the Microsoft Office suite of programmes.

The Post will be based in the South Kerry Development Partnership Office at Library Place Killorglin with the possibility of hybrid working arrangements. The post is part time, 19 hours per week and will be offered on a fixed term contract basis concluding 31st December 2023 with the possibility of renewal thereafter dependent on ongoing funding.

Salary Scale €12,199 to €18,767 per annum dependent on qualifications and experience.

Full particulars of the position are available from

Joan Mangan

**South Kerry Development Partnership CLG,
Library Place, Killorglin, Co. Kerry**

Telephone 066 9761615, 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 Cahersiveen
Co Kerry**

Not later than 5:00 p.m. on Tuesday 15th November 2022

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.