

Wexford Women's Refuge: Clerical Officer (Part Time) **(<https://www.activelink.ie/node/109272>)**



WEXFORD WOMEN'S REFUGE CLG
Distillery Road Wexford

Clerical Officer Required part-time

Temporary July – December with possible extension

'Support and empower women and children experiencing domestic violence'

We are seeking a dedicated clerical officer to join our team, with immediate start.

The successful candidate will be responsible for the day-to-day clerical functions of the department under the direction of the assigned Finance Manager/Administrative Coordinator. The role covers all aspects of clerical work to ensure the effective running of the department.

The Clerical Officer is required to have sufficient knowledge of the relevant procedures and practices to perform the role efficiently and ensure the standards set are maintained.

Proficiency with Microsoft Office; Word and PowerPoint and Excel.

The ability to work as part of a team and on own initiative is essential.

The position is Monday, Tuesday & Wednesday with flexibility when needed.

Full job specification and terms available on request.

Minimum Experience & Educational Requirements: Leaving Cert

Appointments subject to evidence of educational qualifications, two satisfactory written references and up to date Garda vetting.

Applications by Curriculum Vitae to:

Antoinette Lynch
HR/Administrative Coordinator
Wexford Women's Refuge.
Distillery Road
Wexford.

Or

Email: hr@wexfordwomnsrefuge.ie (<mailto:hr@wexfordwomnsrefuge.ie>)

Short listing will apply, a panel may be created following interviews

Closing date for receipt of applications is Friday 5th July at 5pm

Wexford Women's Refuge is an equal opportunities employer.

Region

Wexford

Date Entered/Updated

1st Jul, 2024

Expiry Date
5th Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/109272-wexford-womens-refuge-clerical-officer-part-time>