

Ana Liffey Drug Project: Vacancies x 4 **(<https://www.activelink.ie/node/110654>)**



Senior Administrative Support Worker

JD and person spec attached – Part time role

TERMS:

17.5 hours a week – Split over 5 days (M,F 09:30 – 17:30)
Salary: €15,445 pro rata per annum

Facilities and Administrative Support Worker

JD and person spec attached – Part time role

TERMS:

17.5 hours a week – Split over 5 days (M,F 09:30 – 17:30)
Salary: €18,673 pro rata per annum

Nursing Services Manager

JD and person spec attached – Full time role.

TERMS:

35 hours a week – Split over 5 days (M,F 07:00 – 19:00)
Salary: €65,818 per annum

Finance Administrative Support Worker

JD and person spec attached – Full time role

TERMS:

35 hours a week – Split over 5 days (M,F 07:00 – 19:00)
Salary: €37,346 per annum

Benefits:

- 25 days annual leave.

- 30 days paid certified sick leave; 7 days' pay uncertified sick leave.
- Contributory pension.
- Bike to Work Scheme.
- Employee EAP scheme.

To apply please send CV and cover letter to jobs@aldp.ie (mailto:jobs@aldp.ie) by Thursday, September 12th at 5pm.

Region

Dublin

Date Entered/Updated

4th Sep, 2024

Expiry Date

12th Sep, 2024

Attachment	Size
Senior Team Administrative Support Worker JD and Person Spec 130524.pdf	186.12 KB
Person spec Snr Admin Support.docx	13.78 KB
Facilities and Administrative Support Worker JD and Person Spec 130524.pdf	216.97 KB
Person Spec Facilities and Administrative Support Worker.docx	13.86 KB
Nursing Services Manager JD and Person Spec 130524.pdf	217.17 KB
Person Spec Nursing Services Manager.docx	13.88 KB
Finance Administrative Support Full Time-Permanent.pdf	171.31 KB
Person Spec Finance and Administrative Support Worker.docx	13.8 KB

Source URL: <https://www.activelink.ie/vacancies/community/110654-ana-liffey-drug-project-vacancies-x-4>