

Cork Simon Community: Clerical Offer (Secondment to the HSE) **(<https://www.activelink.ie/node/112637>)**



Clerical Offer (Secondment to the HSE) **Fixed Term Contract**

Join Our Team – Make a Real Difference!

Are you ready to use your administrative skills to support a cause that changes lives? Cork Simon Community is looking for a dedicated Clerical Officer to provide essential office support while contributing to a compassionate and purpose-driven environment.

Why Work With Us?

- **Make a Difference:** Be part of a mission-driven team working to end homelessness.
- **Supportive Culture:** Join a team that values innovation, collaboration, and continuous improvement.
- **Personal Growth:** Enhance your skills through meaningful work and ongoing development opportunities.

Key Responsibilities:

- Provide office support, answer queries, and manage reception and telephone services.
- Manage data, records, and filing systems (both digital and paper-based) accurately.
- Order goods, groceries, clinical equipment, and liaise with suppliers.
- Ensure a customer-focused environment, treating service users with dignity and respect.
- Actively participate in improving processes and supporting change initiatives.

What We're Looking For:

- **Experience:** Strong administrative and clerical background with proficiency in Microsoft Office and data management.
- **Organisational Skills:** Ability to manage workload methodically and efficiently.
- **Attention to Detail:** Accurate data management and record-keeping.
- **Problem-Solving:** Analytical skills to interpret data and support decision-making.
- **Team Player:** Ability to work independently and collaboratively.
- **Communication:** Clear and professional communication skills, both written and verbal.

Eligibility Criteria:

- Professional qualifications in administration or equivalent experience.
- Commitment to professional and ethical standards of practice.
- Understanding of health and safety standards.
- A full, clean driving license is desirable but not essential.

How to Apply:

Are you ready to work with us and contribute to a better society? You can do this by accessing the Recruitment Pack and Application Form below, or visit our website at www.corksion.com/work-with-us (<http://www.corksion.com/work-with-us>), or request it via email at recruit@corksion.ie (<mailto:recruit@corksion.ie>) or by phone at [085 874 3435](tel:0858743435). (Tel:0858743435)

To Apply: Complete the job Application Form as detailed above. Closing Date **Thursday, 2nd January 2025 at 5pm.**

Cork Simon Community is committed to equality of opportunity.
Join us and be part of something bigger – your work can change lives!

Region

Cork

Date Entered/Updated

11th Dec, 2024

Expiry Date

2nd Jan, 2025

Attachment	Size
<u>Clerical Officer - Recruitment Pack.pdf</u>	297.3 KB
<u>Clerical Officer - Application Form.pdf</u>	1.41 MB

Source URL: <https://www.activelink.ie/vacancies/community/112637-cork-simon-community-clerical-offer-secondment-to-the-hse>