



# MILFORD CARE CENTRE

## PART-TIME GRADE III CLERICAL OFFICER LOCUM COVER FIXED TERM CONTRACT

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**APPLICATIONS ARE INVITED FOR PART-TIME ADMINISTRATION STAFF GRADE III CLERICAL OFFICERS - REQUIRED FOR LOCUM COVER POSITIONS SUPPORTING A VARIETY OF DEPARTMENTS THROUGHOUT THE CENTRE, INCLUDING RECEPTION & CLINICAL AREA'S**

### Clerical Officer Grade III

Owing to the nature and the variety of the work involved it is essential that the successful candidate possesses the following skill sets:

- Excellent interpersonal and communication skills.
- Excellent PC skills & working knowledge and experience of Microsoft Office Suite
- Excellent administrative, secretarial and organisational skills.
- Self-motivation and the ability to work on own initiative and as part of a team.
- Willingness to work flexible / ad hoc hours based on service needs – comprising of evenings / weekends / dayshift cover – planned and unplanned.
- The recruitment process will include a computer skills test.

**Informal enquiries including job description regarding the above post can be made to Gerard Ryan, Administration Supervisor 061-201700 / [g.ryan@milfordcarecentre.ie](mailto:g.ryan@milfordcarecentre.ie)**

Applicants who wish to be considered for this position should submit their C.V. with a covering letter to our recruitment email address, [recruitment@milfordcarecentre.ie](mailto:recruitment@milfordcarecentre.ie) no later than **4 p.m. Friday 26th November 2021.**

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