**Saint John of God Community Services**

**Dublin South East**



*St. John of God Dublin South East Services provides a network of education, training, employment, respite, community living supports and rights promotion to children and adults with intellectual disabilities in South Dublin.*

# **Administrative Officer**

Permanent Full-Time (35 hours per week)

Grade V

The successful candidate will lead a team providing administrative support to the Dublin South East Region across a wide range of administration functions including (but not exclusively) office administration, database upkeep, reception, secretarial.

The successful candidate will be flexible and committed and will possess:

* Supervisory experience and a proven ability to pro-actively lead a team.
* Excellent organisational, delegation and communication skills.
* Proven ability to use initiative, work under pressure and achieve deadlines.
* A helpful attitude in all aspects of the role showing motivation and enthusiasm.
* Excellent working knowledge and experience of Microsoft 365 and an understanding of the best use of IT in administrative functions.
* Absolute discretion and confidentiality.
* Experience/Interest in supporting people with intellectual disability.
* A full clean Drivers Licence and access to their own means of transport.

If you believe you have the necessary enthusiasm, competencies and experience to bring to this role please forward your letter of application, together with a current Curriculum Vitae by email to:**dserecruitment@sjog.ie** quoting reference **AdminOffSept22**

For informal queries, please contact keith.omalley@sjog.ie or call 087 1353413

**ompassion – Excellence – Justice – Respect**

***Saint John of God Community Services CLG is an equal opportunities employer.
We operate HSE (Health Service Executive) funded services across Intellectual Disability, Adult Mental Health and Child and Adolescent Psychiatry.***

***Hospitality Respect Compassion***