

Carmichael.

Job Title:	Administration Assistant	Job Category:	CE Scheme
Department/Group:	Administrative & Executive Secretaries	Job Code/ Req#:	2195747
Level/Salary Range:	CE Scheme Wages	Position Type:	Part-Time (19.5 hours pw)
To Apply: Contact local DEASP office to register interest OR use 'Register Your Interest' button on Jobs Ireland website.			
Sponsor: Carmichael Sub-Sponsor: Shine		Company Details: Email: ed@carmichaelireland.ie Company Name: Carmichael Address: Belvedere Court, Mountjoy, County Dublin, Ireland City: Dublin	
Closing Date of Application: November 4, 2021			
Job Description			
ROLE AND RESPONSIBILITIES 1. Database: Maintaining mailing lists, updating existing contacts on database, entering and monitoring information. Generating new contacts. 2. Relevant general office duties: phone calls, photocopying, scanning, filing, etc. 3. Support team by performing tasks related to the department and organization.			
QUALIFICATIONS AND EDUCATION REQUIREMENTS No training or qualifications required – necessary training will be provided throughout the CE scheme.			
PREFERRED SKILLS <ul style="list-style-type: none"> • <u>Desirable (not essential as full training will be provided)</u> • Excellent administration skills with attention to detail and accuracy. • Good time management skills. • Exhibits polite and professional communication via phone, e-mail, and mail. • Proficiency in Microsoft Office 365 products, especially Outlook, Word, Excel and PowerPoint. 			
	Name	Date:	Date