

# Carmichael.

## Will Train Applicant(s)

Job Title:	Administration Assistant	Job Category:	CE Scheme
Department/Group:	Administration	Job Code/ Req#:	2229611
Level/Salary Range:	<a href="#">CE Scheme Wages</a>	Position Type:	Part-Time (19.5 hours pw)
<b>To Apply: Contact local DEASP office to register interest OR use 'Register Your Interest' button on Jobs Ireland website.</b>			
<b>Sponsor:</b> Carmichael <b>Sub-Sponsor:</b> Carmichael	<b>Company Details:</b> <b>Email:</b> ed@carmichaelireland.ie <b>Company Name:</b> Carmichael <b>Address:</b> 4 Coleraine St, Brunswick St N, Smithfield, Dublin 7, D07 XW62 <b>City:</b> Dublin	<b>Closing Date for Application:</b> <b>July 20, 2022</b>	
<b>Job Description</b>			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"><li>• Organising files and documents</li><li>• Inputting data onto excel sheets</li><li>• Keeping up to date records</li><li>• Dealing with email enquiries</li><li>• Gathering information and collating data</li><li>• Maintaining database</li><li>• Photocopying and scanning</li></ul>			
<b>Qualifications and Education Requirements</b>			
<ul style="list-style-type: none"><li>• No previous training or qualifications required – QQI training will be provided throughout CE scheme.</li></ul>			
<b>Preferred Skills</b>			
<ul style="list-style-type: none"><li>• Flexible and reliable</li><li>• Ability to work on your own or as part of a team Willing to undertake a variety of tasks</li></ul>			
	Name	Date:	Date