



“Promoting quality accessible childcare for all children from Birth to 14 years in Co. Kildare”

Wish to recruit a
Clerical Officer

The ideal candidate should have the following Skills/Experience which are considered essential:

- A minimum of two years’ experience of working within an office environment
- Excellent IT skills including knowledge of all Microsoft Office Programmes
- Good report writing skills
- Proficient in data entry
- Excellent verbal communication skills with an excellent telephone manner
- Knowledge of the childcare sector in Ireland is an advantage

The position of Clerical Support worker will be on the basis of 35 hours per week, 9am-5pm, Monday – Friday. Temporary Contract with an immediate start and ending 31st December 2017.

A detailed job description is available to download from www.kccc.ie.
Clerical Officer Grade 3 Salary Point 1 €22,893

Application is by CV with cover letter by email to Jackie@kccc.ie. Closing date, close of business, Friday 14th July.

INTERVIEWS WILL BE HELD WEEK OF 17TH JULY.

Kildare County Childcare Committee is an Equal Opportunities Employer

