

Vacancy

Job Description: Administrative Assistant



Summary Job Description

The Administrative Assistant is a position within the King's Hospital school to provide admin support to both Deputy Principals and the Senior Management Team.

Reporting to

The Administrative Assistant will report to the two Deputy Principals.

Job Type

This position is a full time permanent position, subject to the relevant probationary period.

Monday – Friday 9.00am – 5.00pm

Application Process:

For further details and a copy of the Job Description please contact Linda Toland HR Department in the strictest confidence at hr@thekingshospital.ie or call direct on +353 1 64364541.

Closing date for applications is 5.00pm Friday 27th October 2017.

For more information on The King's Hospital please visit www.kingshospital.ie.