



St. Gabriel's is a Voluntary Organisation based in Limerick. St Gabriel's provide services and therapeutic interventions to children and adults with disabilities through their Children's Disability Network Teams, Hydrotherapy Pool, Orthotics Department and Respite House. Please visit <https://www.stgabriels.ie> for comprehensive information on our organisation and its range of services.

We wish to recruit the following highly motivated and enthusiastic staff members for 2 positions:

Clerical Officer Grade

1 x Permanent Full-time

1 x One Year Fixed Term

Essential experience and skills

- Recognised relevant qualification, minimum QQI 5 or equivalent
- Excellent organisational, numeric and IT skills, including advanced knowledge of MS Office (Word and Excel)
- Excellent oral, verbal and written English communication skills
- Ability to work in a busy environment and on their own initiative
- Currently eligible to work in Ireland

Desirable

- Previous experience working in a clerical/administration role in a similar setting
- Previous experience working with a Management Information System

A panel may be formed for similar positions that may arise within our organisation.

Informal enquiries to:

Ms Treasa McAuliffe, Children's Disability Network Manager
Tel: 086 8297556 email: tmcauliffe@stgabriels.ie

Application form, job description and job specification are available from:

Susan Walsh
St. Gabriel's, Dooradoyle, Limerick
Email: swalsh@stgabriels.ie

SHORTLISTING MAY APPLY

Closing date for receipt of completed application form: 5pm Nov 30th 2021

Interviews to be held Tuesday 7th December 2021

Canvassing will disqualify

St. Gabriel's is an Equal opportunities employer