

Internal/External Competition

Personal Assistant to the Chief Executive Officer

(Grade V, Temporary & Full Time)

Applications are invited for the above post from suitably qualified persons.

This is a key post and the person appointed will operate as a generalist and provide a comprehensive and efficient administrative service to the Chief Executive and the Chief Executive's office, as well as administrative aspects of projects, committees and/or associations of which the CEO is member or is Chairperson. The appointee will also provide secretarial / administrative support to the Chief Executive's Nominee, and where necessary the Senior Management Team, in assisting with the strategic development of the service to meet changing organisational needs.

REQUIREMENTS:

The candidate must, on the latest date for receiving completed application forms for the office, possess:

- Have at least three year's satisfactory experience in a personal assistant / office manager post and possess sufficient administrative capacity to discharge the functions of the grade
- Excellent administrative and organisational skills
- Experience of planning, taking initiative and working independently.
- Have excellent interpersonal and team working skills
- Efficient and timely administrative and record keeping skills.
- Accuracy and attention to detail in verbal and written communication.
- Excellent knowledge and experience of using computer packages such as Microsoft Office.
- Excellent time management skills.

Grading for the post will be Grade V and remuneration is in accordance with the salary scale approved by the Department of Health.

Applicants for the above post should submit a letter of application and curriculum vitae not later than **12:00 noon on Friday 24th of May 2019** to Paul Margey, Human Resource Department or email paul.margey@nrh.ie A job description for the above post is available on request from Paul Margey or at www.nrh.ie/careers. For informal enquiries, please contact Ms Rosemarie Nolan by email rosemarie.nolan@nrh.ie