



INTERNAL/EXTERNAL COMPETITION

Communications Administrator Clerical Officer Grade IV (Permanent, Fulltime)

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

- Excellent administration and organisational skills.
- Excellent interpersonal and communication skills.
- Capacity for responsibility and individual initiative.
- A proficient knowledge of computer packages, including
 - Sharepoint
 - Publisher
 - Microsoft Word, Powerpoint, Excel, & Outlook.
- Have at least three years satisfactory experience in a clerical officer, administration post and possess sufficient administrative capacity to discharge the functions of the grade.
- Strong team working skills and ability to liaise with colleagues across the organisation
- Excellent process-focused experience evidenced by follow through of tasks to completion
- Wordpress Content Management System skills are desirable.
- Digital or Social Media content management and Scheduling experience is desirable
- A qualification in Event Management, Desktop Publishing or graphic design package, Business Administration or Media Studies is desirable,
- A sound background in and knowledge of the Health Services Sector is desirable.

Informal enquiries to:

Ms. Rosemarie Nolan, Communication Manager by emailing rosemarie.nolan@nrh.ie

Interested applicants should apply by forwarding a current Curriculum Vitae and a letter of application outlining their suitability for the position together with names and addresses of three referees (one of whom should refer to a recent appointment) to:

Ms. Claire Camon, Human Resource Department, National Rehabilitation Hospital, Rochestown Avenue, Dun Laoghaire, County Dublin or by emailing: claire.camon@nrh.ie

Closing date for receipt of applications: [Friday, 14th May 2021 at 12.00p.m.](#)

Post job description available on request from Claire Camon. Applicants will be subject to short listing based on information provided in their application

We are an Equal Opportunities Employer and support a smoke-free workplace policy.