



Tonad Oideachais Mhuineacháin
Monaghan Education Centre

Temporary Administrator in JCT Office Dundalk
(20hours)

Applications are invited from suitably qualified persons to fill the above position. This is a temporary post, to cover a period from October 30th 2018 until June 30th 2019.

The successful applicant will require:

- Excellent I.T. skills particularly in Microsoft Office packages, Word, Access and Excel.
- A working knowledge of computerised accounts packages, preferably TAS Books.
- Ability to work on own initiative.
- Good interpersonal skills.

A good knowledge of the Post Primary School System would be an advantage.

A job description may be obtained from www.metc.ie
Short listing may apply.

Applications should be made to the Director, Monaghan Education Centre by submission of a CV. This should be submitted in electronic format to recruitment@metc.ie on or before **3p.m. on Friday 12th October 2018**. Late applications will not be considered.