



*Ionad Oideachais Mhuineacháin*  
*Monaghan Education Centre*

**Temporary Administrator**

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](http://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](mailto:recruitment@metc.ie) on or before **3p.m. on Friday 12<sup>th</sup> October 2018**. Late applications will not be considered.