



## **Full-time office assistant required for the Irish Equine Centre, Johnstown, Naas, Co. Kildare**

The IEC is looking to recruit a full-time office assistant to support the Head of Pathology in a busy and dynamic unit of the IEC. Strong experience in Microsoft Office (Word, Excel and PowerPoint) is a must, as is the ability to multi-task.

Ideal candidates will be individuals who have previous experience in a busy office role, who are highly organised, flexible and can work on their own initiative as well as part of a team.

### **About the IEC**

The Irish Equine Centre is an independent organisation whose aim is to protect the wellbeing of Ireland's horse population. We provide Ireland's widest range of laboratory services for the diagnosis, management and prevention of diseases of horses. We serve the overall interest of the Irish equine industry with our constant vigilance aimed at maintaining Ireland's "low disease status" and ensuring international recognition of the value of the Irish horse.

To find out more about what we do, please visit our website [www.irishequinecentre.ie](http://www.irishequinecentre.ie)

### **Minimum Requirements**

- Fluency in both written and spoken English is essential
- Microsoft Office skills, including Word, Excel and PowerPoint
- Excellent typing and keyboard skills
- Strong organisational skills and the ability to multi-task
- Excellent communication skills and telephone manner
- Appreciation of confidentiality and discretion
- Data entry and administration/filing
- Diary and time management
- Knowledge of the equine industry would be an advantage

### **Schedule**

9.00am – 5.00pm Monday – Friday

### **Application Deadline**

Closing date for applications is Thursday 31<sup>st</sup> October 2019. Please post or email your CV to Dr. Ursula Fogarty, Head of Pathology at: [ufogarty@irishequinecentre.ie](mailto:ufogarty@irishequinecentre.ie).

**A competitive remuneration package will apply with a salary commensurate with experience. The IEC is an equal opportunities employer.**