



CLERICAL/SECRETARIAL POSITION

connect

TRADE UNION

**Connect Trade Union,
Regional Office, Cork**

The successful candidate will be involved in a range of support functions, including clerical, administration and secretarial and must possess:

- **Good typing speeds.**
- **Microsoft Word/Excel and working knowledge of Power Point.**
- **Excellent telephone manner.**
- **Experience in data, operational and financial analysis.**
- **Interpersonal skills.**
- **First-class organisational and communication skills.**
- **Ability to work on own initiative.**

Please forward C.V. to:

**Mr. Paddy Kavanagh, General Secretary,
Connect Trade Union, 6 Gardiner Row, Dublin 1**
to arrive no later than
Thursday, 13th April, 2023