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Clerical Officer

Tallaght (/jobs), County Dublin (/jobs/in-county-dublin)

€27,882 per annum

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Please review the full candidate information booklet and application form on the careers page of PIAB website - linked to below.

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Completed application forms are to be returned to by 4pm on Monday 11th January.

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PIAB is currently seeking qualified applicants for the position of Clerical Officer to join PIAB. PIAB has two permanent position available at this grade. The current vacancies are within PIAB's Assessment team, which is responsible for assessing claims for compensation and PIAB's Finance Team. PIAB may from time to time choose to redeploy staff to other functions and Directorates within PIAB.

A Panel will also be formed from this competition which may be used to fill other HEO vacancies throughout the organisation over the next 18 months. PIAB works across a number of divisions, Operations to include assessment and mediation functions, Finance, Corporate, Research and Communications Services and Business Support and ICT Services

The duties of a Clerical Officer will be varied and include the following:

- Provide administrative assistance to the team they are appointed.
- Checking all work thoroughly to ensure it is completed to a high standard
- Approaching work in a careful and methodical manner, always displaying accuracy, even when conducting routine and repetitive work
- Maintaining high-quality records in a thorough and organised manner;
- Flexibility to respond to variations in workload.
- Contribute as part of a team to the development of and implementation of assessment strategy.
- Liaison with PIAB's Service Centre and other stakeholders
- Any other duties as are within the scope, spirit and purpose of the job as requested.

Skills:

Team Support Administration Postal Collection Teamwork Customer Service DELIVERY OF RESULTS Information Management

Benefits:

Pension Fund Parking Flexitime WELLNESS EVENTS EMPLOYEE ASSISTANCE SERVICES EDUCATIONAL SUPPORT

Contact: HR Manager

Reference: Jobsie/CLERICAL OFFICER

Job ID: 101578108

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