Applications are invited from suitably qualified persons to fill the above position. This is a part-time post, on a 2 year contract, (subject to programme funding) beginning on completion of interview process.

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.
- Knowledge of payroll administration and package preferably Thesaurus
- 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 on or before 3p.m. on Friday 28th of June 2019. Late applications will not be considered.