



CONSCIA LIMITED



#JOB-2389120



Greencastle, Co. Donegal,



No of positions : 1



Paid Position



40 hours per week



590.21 Euro Weekly



23/04/2025



06/05/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.consciatalent.com/sfpajobs>



Open your camera app & point here to view this ad online



## Clerical Officer (Temporary)

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

The Sea Fisheries Protection Authority (SFPA) is seeking to recruit Clerical Officer (Temporary Specified Purpose Contract) for their Port office in Greencastle.

Reporting to the Senior Port Officer the duties of the Clerical Officer involve clerical and administration tasks and may vary from day to day.

#### Key Duties and Responsibilities

- General clerical duties – typing, filing, photocopying, inputting data, handling/dealing with correspondence, answering/making phone calls etc.
- Processing, auditing, and examination of various documentation.
- Managing high volumes of data input and validation.
- Front line communication with the public/customers (internal and external) e.g., responding to queries and providing information in a professional and courteous manner, in person, on the telephone and via e-mail.
- Providing secretarial support for meetings and taking minutes when required.
- Maintaining complete and accurate files and records, for example, by using the Authority's data system or other filing systems that are in place.
- Providing reception cover e.g., operating the switchboard, answering, and directing calls, greeting visitors, logging post/cheques etc.
- Supporting supervisors and colleagues as required.
- Working as part of a team to deliver high quality services.
- Completing routine accounts work.
- Complying with any duties that may be assigned from time to time by the Senior Port Officer or Senior Manager.

#### Essential Requirements

- Relevant clerical/administration experience

- Ability to work on own initiative
- Proficiency in the use of Microsoft Office and databases
- Strong written and verbal communication skills
- Excellent customer service skills
- Ability to work effectively within a team environment
- Commitment to delivering quality work
- Willingness to learn and to develop skills, knowledge and expertise
- Proficient in both written and spoken English

#### How to Apply

Applications must be made by completing and submitting the Application Form available from [www.consciatalent.com/sfpajobs](http://www.consciatalent.com/sfpajobs) by clicking the "Application Form" button.

Completed applications must be uploaded via this portal no later than 5pm (Irish time) Tuesday 6th May 2025.

- **Sector:** agriculture, forestry and fishing

#### Career Level

- Entry Level

#### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3

(Desirable)

- **Ability Skills:** Administration, Customer Service
- **Competency Skills:** Teamwork, Working on own Initiative
- **Languages:** English C2-Master (Fluent)
- **Proximity Locator Distance:** 50 Kilometres