

Vacancy at Consulate General of Ireland, New York

Temporary Clerk Secretary Position

The Consulate General of Ireland in New York works to promote Ireland's interests across the US States of New York, New Jersey, Connecticut, Pennsylvania, Delaware and West Virginia. The Consulate General provides a wide range of consular services; promotes Irish political, economic and cultural interests; and works to maintain and strengthen the vibrant US-Ireland relationship.

The Consulate General of Ireland in New York is now seeking a candidate to fill a new position. This is a temporary six month long position from early April until early October 2018 only. The successful candidate will work closely with all members of the Consulate team.

Tasks / Duties May Include The Following:

- Performance of administrative and other tasks to support the Consular team in aspects of their work
- Customer service tasks: responding to and directing email and telephone queries, in relation to Irish consular services and the work of the Consulate team
- Assistance in all other areas of the Consulate's work as and when required by the Consul General and diplomatic team.

Key Skills and Attributes Required

- Experience in customer-facing roles and a keen understanding of the principles of good quality customer service
- Good attention to detail, including clerical and numerical accuracy
- Strong interpersonal skills
- Good organisation and time management skills
- Commitment to the highest standards
- Proficiency with Microsoft Office applications

Salary, Conditions and Benefits

The successful candidate will be recruited on a temporary contract on a full-time basis. Exact working hours will be agreed with the successful candidate and some flexibility in these working hours may be required from time to time.

The salary for a full-time clerk secretary is USD\$ 749.28 per week. There will be an option for the successful candidate to join the Consulate's group healthcare scheme.

How to Apply

Interested candidates should apply via email, with a cover letter and resumé, to newyorkcongen@dfa.ie for the attention of Ms Anna McGillicuddy, Deputy Consul General.

By submitting information electronically, parties accept that data will not be fully secure. Any personal information submitted to the Mission will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.

The closing date for receipt of applications is **Friday 6 April 2018**. It is envisaged that candidates will be short listed and called to interview the following week beginning, Monday 9 April. Candidates should be available to commence work immediately thereafter.

Candidates should note that canvassing will disqualify and will result in their exclusion from the process. The Consulate also cannot accept unsolicited recommendations from third parties in relation to applicants for this position.

Other

You must be a legal resident of the United States of America and be able to demonstrate this if called for interview.