

## **Rehab Group: Personal Assistant to CEO** <sup>[1]</sup>

**NOTE: This item has expired and will soon be unavailable for viewing.**

Applications are invited for the following position:

### **Personal Assistant to CEO**

**Job Type:** Permanent Full Time

**Closing Date:** 3rd November 2017

**REQ:** 5183

**Location:** Head Office, Roslyn Park, Sandymount, Dublin 4 Ireland

### **JOB PURPOSE**

Rehab is seeking an Personal Assistant to provide support to the CEO in the day-to-day running of this large organisation through the provision of full secretarial, administration and support services. Excellent time management and organisational skills are key.

For more information and to apply please see: <https://rehab.mua.hrdepartment.com/hr/ats/Posting/view/5183> <sup>[2]</sup>


**Region:** Sandymount, Dublin 4

**Expiry date:** 03/11/2017

**Date** 31/10/17

**Entered/Updated:**

<b>Attachment</b>	<b>Size</b>
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 <a href="#">Job Description</a> <sup>[3]</sup>	115.23 KB
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**Source URL (modified on 31/10/2017 - 13:48):** <https://www.activelink.ie/content/vacancies/community/33634>

### **Links**

[1] <https://www.activelink.ie/content/vacancies/community/33634>

[2] <https://rehab.mua.hrdepartment.com/hr/ats/Posting/view/5183>

[3] [https://www.activelink.ie/sites/default/files/attach/notice\\_entry/33634/personal\\_assistant\\_to\\_ceo\\_-\\_5183.docx](https://www.activelink.ie/sites/default/files/attach/notice_entry/33634/personal_assistant_to_ceo_-_5183.docx)