



## Ard-Chonsalacht na hÉireann Consulate General of Ireland

### Position of Administrative Assistant

The Consulate-General of Ireland, Boston, would like to invite interested candidates to apply for the position of Administrative Assistant. The full-time position will become available on 31<sup>st</sup> of August 2015.

The successful candidate will primarily be responsible for the processing of Irish passport applications. Other duties may also be assigned to them as the need arises.

Candidates should possess excellent administrative skills and experience, a sense of initiative and the ability to work well under pressure, both alone and as part of a team.

Knowledge of Ireland, its culture and languages desirable. Other terms and conditions apply.

Applications, together with a Curriculum Vitae/resumé, should be sent by mail to Ms. Jillian O’Keeffe, Vice-Consul, Consulate-General of Ireland, 535 Boylston St, Boston MA 02116, or [by email](#)

Closing date: Friday 14<sup>th</sup> of August 2015.

All data obtained during this process will be held and utilised in accordance with the Irish Data Protection Act 1988 and the Data Protection (Amendment) Act 2003. Details of this Act can be found here - [Data Protection](#).