diocese of limerick
our catholic community

DIOCESE OF LIMERICK

VACANCY FOR OFFICE ASSISTANT

One-year (minimum) fixed-term full-time contract

The Diocese of Limerick is a Catholic community of sixty parishes living and working together in service of the Gospel of Jesus Christ. Its geographical area comprises the greater part of County Limerick, part of County Clare and one townland in County Kerry. Services include the co-ordination and support of ministry, pastoral supports, youth ministry, school advisory services and safeguarding across the Diocese.

We are seeking a friendly, enthusiastic and organised Office Assistant to join our team.

This is a varied role for someone who enjoys working in a busy office environment, meeting and welcoming people, and providing essential administrative and organisational support.

As Office Assistant, you will be responsible for supporting the smooth day-to-day running of the office, acting as a first point of contact for visitors and telephone enquiries, and assisting with a range of general administrative and meeting support duties.

We are looking for someone with a positive attitude, excellent communication skills and a professional, approachable manner. You should be organised, have good attention to detail and be comfortable managing a variety of tasks and priorities.

The successful candidate will be someone who takes pride in their work, enjoys being part of a team and is willing to learn and take on new responsibilities.

Please refer to the accompanying Job Description for further details about the role and responsibilities. To apply, please complete and return the application form to: recruitment@limerickdiocese.org by **5.00 pm on Thursday, 10 December 2026.**

JOB DESCRIPTION

Position/Title:	**Office Assistant, Diocese of Limerick**
Summary of the Service:	We are seeking a friendly, enthusiastic and organised Receptionist to join our busy front office. This is an entry-level position, ideal for someone looking to develop their administrative and secretarial skills in a professional office environment. The successful candidate will provide front-of-house reception support while assisting with general administrative and secretarial duties, ensuring the smooth day-to-day running of the reception area.
Location:	Limerick Diocesan Centre, St. Munchin's, Corbally, Limerick.
Reporting to:	General Manager
Terms and conditions of employment:	This is a full-time, fixed term contract (minimum one-year). Salary is commensurate with experience. The position is based on a 35 hour working week. Normal office hours 9.15 am to 5.15 pm
General Duties	• Reception Duties: Welcoming and greeting visitors in a professional and friendly manner. • Telephone Operator: Answering and directing incoming telephone calls, taking messages and dealing with general enquiries. • General Administration: Carrying out general secretarial and administrative duties, including filing, photocopying, scanning, typing and document preparation and occasional meeting minutes. • Room Bookings: Managing meeting room bookings and maintaining the meeting room schedule. • Meeting Preparation: Ensuring meeting rooms are properly prepared and set up in advance of meetings, including arranging tables, chairs and any required equipment. • Hospitality Arrangements: Organising refreshments and hospitality for meetings and visitors, ensuring everything is ready when required. • Meeting Support: Assisting with general meeting requirements and ensuring rooms are left tidy and ready for subsequent bookings. Generation of invoices as required. • Mail Handling: Receiving, sorting and distributing incoming post and arranging outgoing mail and deliveries. • Maintaining a clean, tidy and welcoming reception area at all times.
Qualities/ required skills:	• Excellent communication and interpersonal skills. • A friendly, professional and approachable manner. • Excellent organisational skills with the ability to prioritise tasks. • Excellent telephone manner and customer service skills. • Good computer skills, including Microsoft Word, Outlook and Excel. • Good attention to detail and the ability to work accurately. • A willingness to learn and take on new responsibilities. • Ability to work both independently and as part of a team.

APPLICATION FORM

Job Title	**Office Assistant, Diocese of Limerick**
Location	**Diocesan Centre, St Munchin's, Corbally Limerick**
Closing Date for Application	**Thursday, 10 December 2026.**

PERSONAL DETAILS

Surname	
Title	
Forename(s)	
Address	
Eircode	
E-mail	
Tel. No.	
Mobile	
Current Salary	
Where did you hear about this post?	

Statement of suitability
(Please provide a detailed statement of why you think your skills and experience are suitable for this role, **max 300 words)**

Describe the skills & experience you possess in the following areas that would enable you to fulfil the role as described in the job description as fully as possible

Demonstrated experience of MS Office packages

Experience of customer relations/reception

Use of databases and evidence of attention to detail

Employment Record

Please list brief particulars of the positions you held and experiences you obtained. Start with your present or most recent employer. Provide reasons for any gaps in your employment. (You may wish to submit this information in a sealed envelope with your name and marked "Confidential").

Dates		**Employers Name, Location and type of Business**	**Duties, Status and Nature of Work**	**Reason for Leaving**
From	**To**			

Educational Background

University/ College	**From**	**To**	**Courses and Results**
Further Education and Formal Training	**From**	**To**	**Courses and Results**
School	**From**	**To**	**Examinations and Results**

ADDITIONAL INFORMATION

Please use this space to indicate any additional information which you feel may be helpful in assessing your suitability for the position

REFERENCES

Please include details of your current/most recent employer and two other referees, one of whom should be a character reference. Referees must not be related to you. Referees will not be contacted prior to interview.

Name and Position of Referee	**Capacity in which known to Referee**	**Address, email and telephone number**

Are you an Irish citizen or national of any EU country? **Yes ☐ No ☐**

Do you require a work permit to work in Ireland? **Yes ☐ No ☐**

DECLARATION

To the best of my knowledge and belief, the replies given to the questions on this application form are true and I have disclosed all information which I consider relevant. I understand that this appointment will be subject to receipt of satisfactory references, confirmation of medical fitness for the role, and satisfactory Garda vetting, where applicable.

Signature of Applicant: **Date:**

Please complete all parts of this form and return by email to **recruitment@limerickdiocese.org** clearly marking the application Office Assistant, Diocese of Limerick **by 5.00 pm on Thursday, 10 December 2026.**

Shortlisting will apply in respect of this position. A panel for future vacancies may be formed from this recruitment process. Please note that incomplete or late applications will not be considered.

Privacy Notice: The Diocese of Limerick will use your personal information to evaluate your suitability for the role, to manage the recruitment process, and communicate with you. It will not be shared outside the Diocese, unless we are legally required to do so. For further information, please see www.limerickdiocese.org/policies/privacypolicy