

# Carmichael.

## Will Train Applicant(s)

<b>Job Title:</b>	Receptionist	<b>Job Category:</b>	CE Scheme
<b>Department/Group:</b>	Administration	<b>Job Code/ Req#:</b>	2195740
<b>Level/Salary Range:</b>	<a href="#">CE Scheme Wages</a>	<b>Position Type:</b>	Part-Time (19.5 hours pw)
<b>To Apply: Contact local DEASP office to register interest OR use 'Register Your Interest' button on Jobs Ireland website.</b>			
<b>Sponsor:</b> Carmichael Ireland <b>Sub-Sponsor:</b> St Finbarr's GAA Club	<b>Company Details:</b> <b>Email:</b> ed@carmichaelireland.ie <b>Company Name:</b> St Finbarr's GAA Club <b>Address:</b> 7 Fassaugh Avenue, Cabra, Dublin <b>City:</b> Dublin	<b>Closing Date for Application:</b> <b>November 4, 2021</b>	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <ol style="list-style-type: none"><li>1. Answering the telephone using the switchboard. Take messages and log all calls.</li><li>2. Greeting visitors in a professional and friendly manner. Ensure all visitors sign in and out.</li><li>3. Photocopying documents as required.</li><li>4. Sort incoming post. Pack envelopes when required. Keeping a record of all deliveries into centre.</li></ol>			
<b>Qualifications and Education Requirements</b> No previous training or qualifications required – QQI training will be provided throughout CE scheme.			
<b>PREFERRED SKILLS</b> Flexible and reliable Ability to work on your own or as part of a team Willing to undertake a variety of tasks			
	Name	Date:	Date