

Carmichael.

Will Train Applicant(s)

Job Title:	Receptionist	Job Category:	CE Scheme
Department/Group:	Administration	Job Code/ Req#:	2201794
Level/Salary Range:	CE Scheme Wages	Position Type:	Part-Time (19.5 hours pw)
To Apply: Contact local DEASP office to register interest OR use 'Register Your Interest' button on Jobs Ireland website.			
Sponsor: Carmichael Sub-Sponsor: Carmichael	Company Details: Email: ed@carmichaelireland.ie Company Name: Carmichael Address: 4 Coleraine St, Brunswick St N, Smithfield, Dublin 7, D07 XW62 City: Dublin	Closing Date for Application: December 20, 2021	
Job Description			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none">• Welcoming visitors to Coleraine House• Answering the telephone• Dealing with room bookings• Answering emails• Dealing with the post• Dealing with visitor queries			
Qualifications and Education Requirements <p>No previous training or qualifications required – QQI training will be provided throughout CE scheme.</p>			
PREFERRED SKILLS <p>Flexible and reliable Ability to work on your own or as part of a team Willing to undertake a variety of tasks</p>			
	Name	Date:	Date