

Carmichael.

Will Train Applicant(s)

Job Title:	Receptionist	Job Category:	CE Scheme
Department/Group:	Administration	Job Code/ Req#:	2221545
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: May 25^h, 2022	
Job Description			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none">• Organising files and documents• Inputting data onto excel sheets• Keeping up to date records• Dealing with email enquiries• Gathering information and collating data• Maintaining database• Photocopying and scanning			
Qualifications and Education Requirements			
<ul style="list-style-type: none">• No previous training or qualifications required – QQI training will be provided throughout CE scheme.			
Preferred Skills			
<ul style="list-style-type: none">• 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