

Vacancy Details

Title:	Receptionists x 2 - CE Scheme - Dublin 8 - Ref: CES-2117297	Positions:	2
Number:	#CES-2117297	Job Start Date:	To Be Confirmed
Location:	Meath Street, Merchants Quay, County Dublin, Ireland	Contract Type:	Temporary
Date Advertised:	04/07/2019	Employer Name:	SICCCA
Wages:	CE Rates	Hours:	19.5

Education

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

These positions will be based in Dublin 8.

Duties:

- Working front of house and representing the organisation in a friendly and professional manner
- Meeting and greeting visitors and directing them to the appropriate services
- Operating a switchboard and transferring calls to relevant staff members
- Providing administrative support to staff

- General office duties including ordering stationery, photocopying, printing, scanning and typing
- Taking and confirming room bookings
- Otherwise assist as directed

For further information contact James Morton, CE Supervisor on (01) 453 6098 or email: jmorton@sicccda.ie

Arrangements

Please contact your local DEASP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy. Vacancy Reference Number will be required. Eligibility to participate on CE is generally linked to those who are 21 years or over and applicants must also be in receipt of a qualifying Irish social welfare payment for 1 year or more.