

Receptionist – CE Scheme

DUTIES TO INCLUDE: Meet and greet members of the public. Assist with Estate management queries, answer phone, attend meetings, type and file minutes of meetings. Assist the Estate Management committee organise events. Play an active role in the daily activities. This is a development opportunity and full training will be given

Job Title: Receptionist, Loughlinstown, Co Dublin

HOURS: 19.5WEEK

SKILLS REQUIRED: No experience necessary as full training will be provided.

REF: CE – 2066172

CONTACT: LOCAL INTREO OFFICE / LES

SCHEME CONTACT DETAILS & EMAIL

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