

**Administrator / Receptionist**

**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 evets. Play an active role in the daily activities. This is a development opportunity and full training will be given.

Location: **Estate Management**, **Loughlinstown**

Job Title: **Estate Management Administrator**

Hours: 19.5hrs week

Skills Required: No experience necessary as full training will be provided.

Ref:CES-2151094

**Contact: Local Intreo Office / LES**

**Edel Kinsella**

**Community Employment Supervisor**

**East Coast Community Employment Scheme, Loughlinstown.**

**Mobile: 087 6900211**

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