

**Administrator / Receptionist**

**Duties to include:**

Meet and greet members of the public. Assist with administration duties, answer phone. Play an active role in the daily activities. This is a development opportunity and full training will be given.

Location: **Sallynoggin Community Facility**

Job Title: Administration / Receptionist

Hours: 19.5hrs week

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

Ref:CES- 2160563.

**Contact: Local Intreo Office / LES**

**Edel Kinsella**

**Community Employment Supervisor**

**East Coast / Loreto Project Community Employment Scheme, Loughlinstown.**

**Mobile: 087 6900211**

eastcoastscheme@gmail.com

