

Receptionist – CE Scheme

DUTIES TO INCLUDE: Meet and greet members of the public. Answer phone, take messages, filing typing, and knowledge of Micro Office an advantage. 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 – 2075341

CONTACT: LOCAL INTREO OFFICE / LES

SCHEME CONTACT DETAILS & EMAIL

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