

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, Stonebridge Community Facility, Shankill.

HOURS: 19.5WEEK

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

REF: CE – 2075342

CONTACT: LOCAL INTREO OFFICE / LES

SCHEME CONTACT DETAILS & EMAIL

Edel Kinsella

Community Employment Supervisor. East Coast Community Employment Scheme.

Mobile: 087 6900211

Email: eastcoastcescheme@eircom.net

