

## 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 – 2079297**

**CONTACT: LOCAL INTREO OFFICE / LES**

### SCHEME CONTACT DETAILS & EMAIL

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