

## Tús Programme Vacancy

<b>Host Organisation:</b>	Empower Local Development Company
<b>Reporting to:</b>	Office Manager
<b>Job Title:</b>	Receptionist
<b>Number of Positions Available:</b>	1
<b>Person Specification:</b>	<ul style="list-style-type: none"> <li>• Answering and transferring phone calls to employees</li> <li>• Sorting and delivering mail to employees</li> <li>• Arranging for internal and external mail for posting</li> <li>• Greeting visitors when they arrive for meetings with Staff Members (One Step Closer/Community Development/Social Prescribing Teams)</li> <li>• Informing staff members when clients have arrived for meetings/onsite training</li> <li>• Assisting with queries and passing on to appropriate staff members</li> <li>• Extending a friendly and welcoming greeting to visitors and maintaining a clean and tidy reception area</li> <li>• Managing and Monitoring entrance and exit to the building</li> <li>• Managing the Sign In/Sign Out Sheet ensuring all staff members and visitors sign in on arrival and departure</li> <li>• Accept deliveries and alert appropriate staff member of delivery of items</li> <li>• Preparing meeting and training rooms</li> </ul>
<b>Person Specification:</b>	<ul style="list-style-type: none"> <li>• Have excellent communication and interpersonal skills</li> <li>• Good level of English</li> <li>• Willingness to learn new skills/Upskill</li> <li>• Availability between 9.00am – 2.00pm (excluding School Term)</li> <li>• Have the ability to multitask and respond to a busy environment</li> </ul>
<b>Place of Work:</b>	Dublin 15 (Parslickstown/Ladyswell Area)
<b>Preferred days or times of work (e.g. Monday-Friday, mornings/afternoons etc)</b>	Monday to Friday, 9.00am – 2.00pm
<b>Is Garda Clearance (Vetting) Required for this position:</b>	No
<b>Contact:</b>	If you are interested in applying for this role, please contact Team Leader at <a href="mailto:tusvacancies@empower.ie">tusvacancies@empower.ie</a> or call 01-8209550 to discuss further. Note: If you are getting Jobseekers Allowance and have break(s) of up to 30 days in your jobseekers record over the last 12 months, you will be eligible for Tús.