

PERSON SPECIFICATION - RECEPTIONIST

Essential

- Excellent organisational skills
- Excellent customer service, communication and interpersonal skills, with experience of dealing with customers both in person and on the telephone, and, a proven commitment to high levels of customer service
- Experience of working as part of a team
- Good IT skills, in particular using windows software and social media networking, familiarity with a venue booking system will be an advantage
- Ability to manage and prioritise a busy workload
- Experience of cash handling and financial transactions
- Willingness to work evening and weekend shifts
- An interest in the arts

Desirable

- Experience of managing Access database and web based media sites
- Experience working in the Not for Profit sector

SUMMARY OF TERMS & CONDITIONS

Position: Receptionist
Hours of Work: 35 (Full Time)

This position will be offered on an initial 6 month contract, a probationary period of 3 months will be included.

Salary: €20000 per annum

Holidays: 20 days per year pro - rata

Please send a current CV and brief cover letter to opportunities@ruared.ie please enter 'Receptionist' into the subject of the email.

Closing date for applications is Friday 18th August @ midday.
Interviews will take place 23rd & 24th August 2017