

# Job Summary

## Receptionist

**Location:** Reception/SEC  
**Hours:** Full time (37.5 hours per week)  
**Reports to:** HR  
**Contract:** Permanent

### Overview:

To efficiently run the Reception area of the Meath

### Job Purpose:

To serve visitors by greeting, welcoming, and directing them appropriately. Notifying colleagues of visitor arrival. Informing visitors by answering or referring inquiries. Directing visitors and maintaining employee and department directories. Maintaining security by following procedures, monitoring logbook, and issuing visitor badges. Keeping a safe and clean reception area by complying with procedures, rules, and regulations.

### Key Responsibilities Include:

#### Reception:

- To meet and greet all visitors and help them as required.
- Answer, screen, and forward incoming calls
- To answer the telephone, including taking and conveying messages and facilitating internal communications
- To make diary appointments
- Receive, sort, and distribute daily mail/deliveries
- Support clients to attend the correct session in the skills centre either in the centre or by making reminder calls
- Perform other clerical receptionist duties such as filing, photocopying, binding documents.

#### Secretarial:

- To provide secretarial support in all areas of administration where appropriate
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings

#### Administration:

- To support members of the senior management team with their administrative needs
- To maintain database records (residents and mailshots)
- To complete DBS checks for volunteers and Board of Trustees
- To update the Meath vehicle insurance and blue badges
- Carry out driving license checks for all staff
- To complete the C19 testing register online.
- To order stationary & supplies.

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### General:

- To perform other such tasks as may be conducive to the proper performance of the duties of Receptionist/Office Assistant and such other tasks as may be assigned by the Chief Executive.

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. Other tasks may be required for the proper performance of the job and any other related tasks.

### Experience, Knowledge and Qualifications for this role:

#### Essential

- Customer service attitude
- Proficiency in Microsoft Suite
- Hands-on experience with office equipment (e.g. printers, photocopiers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks

#### Desirable

- Educated to A Level standard or equivalent