



Part-Time Receptionist

Hours of work:	Flexible between 08:30-20:00. 10-13 hours per week. his position operates on a 3-week rotating roster
Days of work:	Monday to Saturday
Reporting to:	Operations Manager
Purpose of Job:	To provide an efficient and professional front-line service to customers, visitors, trades personnel, staff and the general public and manage a booking system for horse riding lessons.

Cherry Orchard Equine Centre CLG, a non-profit organisation established in 2003 to provide education, training and support services to young people and early school leavers in Cherry Orchard, Dublin 10, is seeking to appoint a part-time Receptionist to provide an efficient and professional front line service to customers, visitors, trades personnel, staff and general public.

The Centre serves up to 650 youths per week through formal education and training programmes, structured youth work groups, activities, and horse riding programmes.

There are 40 staff working across all services, and the Centre is open 6 days per week to the public from 8 am until 9 pm. The Centre endeavours to deliver its services seamlessly in an integrated fashion to maximise outcomes for young people.

The Centre is a very busy work environment, and the primary users are young people between the ages of 6 and 24 years. It is critical that all employees enjoy working with young people and demonstrate integrity, honesty, and empathy. An interest in horses is also beneficial.

Main Duties and Responsibilities

- Greet and welcome visitors
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure the reception area is tidy and presentable
- Provide basic and accurate information in person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk
- Manage horse riding lessons through an online booking software
- Attend weekly team meetings
- Organise and place orders for catering
- To undertake any other responsibilities and duties as may reasonably be assigned by your Manager

Requirements

- Previous experience in a similar role
- Proficiency in Microsoft Office Suite and general IT skills
- Professional attitude and appearance
- Written and verbal communication skills
- Organisational skills
- Multitasking and time-management skills
- Customer service skills
- Flexible

Application Process:

To apply for the role, please send in a copy of your CV and a cover letter outlining how you meet the required criteria and the motivation for your application to operations@cherryorchard.ie with 'Receptionist' in the subject title.

Enquiries: Amanda Maher, phone 01-6209160 or email operations@cherryorchard.ie

Closing Date: Monday the 16th of December @ 8pm.

Start Date: Immediate