

# Job Description

## Receptionist / Administrative Assistant (CE Scheme)



### Main Purpose of Job:

To be the first point of contact for members and the public. To provide administrative support to ensure the smooth and effective running of the organisation. To assist with the DAI information helpline.

### Key Areas of Responsibility:

- To be the first point of contact for members and the public, both in person and on the phone.
- To provide administrative support to staff.
- To update databases and have a working knowledge of Microsoft Office.
- To open post and record same.
- To keep the office and reception area/waiting room neat and tidy on a daily basis.
- To assist in setting up rooms for meetings/events.
- To attend team meetings and take minutes when required.
- To attend regular supervision meetings with your line manager.

### Requirements

- Good verbal and written skills in English.
- An interest in or understanding of dyslexia or specific learning difficulties is desirable, but not essential as training will be given.

### Terms

- Based in Dublin city-centre office (near Connolly Station).
- 19.5 hours per week, excluding breaks (per CE scheme rules)
- Normal office opening hours are 9:00am to 5:00pm weekdays; working schedule is negotiable
- This position is subject to Garda Vetting and reference checks.

**How to Apply:** Please email a copy of your CV and a covering letter to [ceo@dyslexia.ie](mailto:ceo@dyslexia.ie) as soon as possible.

**CE Scheme Eligibility:** Interested applicants must be eligible for a Community Employment (CE) scheme. You should check this with your local Intreo Office/DSP Employment Service.

The Citizens Information website also has information:

[http://www.citizensinformation.ie/en/employment/unemployment\\_and\\_redundancy/employment\\_support\\_schemes/community\\_employment\\_scheme.html](http://www.citizensinformation.ie/en/employment/unemployment_and_redundancy/employment_support_schemes/community_employment_scheme.html).