

County Wicklow Partnership: Administration / Reception Role (Part Time) (<https://www.activelink.ie/node/108805>)



County Wicklow Partnership

Part time (17.5hrs) Administration / Reception role with Wicklow Child and Family Project

County Wicklow Community Partnership CLG is a Local Development Company that delivers a range of social inclusion, enterprise, family support, employment and community development programmes for individuals and communities in County Wicklow.

The Wicklow Child & Family Project provides a community-based family support service to local families in Wicklow Town and surrounding areas. The project is funded through Tusla Child and Family Agency.

The role is to support the Manager in the administration and reception role of Wicklow Child & Family Project, handling a wide range of client facing and administrative tasks. This role is fully office based. The ideal candidate will be highly motivated, have excellent interpersonal skills and IT skills. Can work as part of a team and a commitment to working in partnership with statutory, voluntary and community bodies.

Qualifications / Experience: it is essential that the ideal Candidate possess:

- A relevant qualification with a minimum of 2-3 years' experience in a busy, professional office environment.
- Ability to work with sensitive and confidential information.
- Flexible attitude and the ability to work on your own initiative.
- Be proactive and have an attention to details approach.

Role Requirements:

- Strong customer service skills / telephone manner.
- Excellent time management, administration / organisational skills
- Excellent IT skills and strong fluency in all Microsoft Office applications.
- Strong communication skills and the ability to work as part of a team.
- Ability to work effectively in a busy environment / prioritising tasks.
- Supporting the day to day running of the Project.

Company benefits:

EAP scheme - Company pension scheme - 25 days Annual Leave (pro rata) - 2 Privilege days

The successful candidate is required to serve a probationary six-month period. Remuneration will be commensurate with qualifications and experience. Short-listing of candidates may apply. A panel may be formed from which future positions may be filled.

Application by completion and submission of CWP application form accompanied by a cover letter. These to be emailed to managerwcandfp@wicklowpartnership.ie (<mailto:managerwcandfp@wicklowpartnership.ie>). A Curriculum Vitae will not be accepted as a valid application.

Application Form and Job Description can be requested by emailing: managerwcandfp@wicklowpartnership.ie (<mailto:managerwcandfp@wicklowpartnership.ie>)

Closing date for receipt of applications is **12 noon Friday 28th June 2024**. Interviews will be held the week of 24th June 2024.

Canvassing in any form will disqualify.

Co Wicklow Partnership is an equal opportunities employee

Region

Co Wicklow

Date Entered/Updated

10th Jun, 2024

Expiry Date

28th Jun, 2024

Source URL: <https://www.activelink.ie/vacancies/children-youth/108805-county-wicklow-partnership-administration-reception-role-part-time>