

## **Laois Domestic Abuse Service: Receptionist (Part Time)** **(<https://www.activelink.ie/node/109420>)**



**Laois Domestic  
Abuse Service**

**Laois Domestic Abuse Service, for women and children**

### **Receptionist – Part Time**

LDAS invites applications for the role of Receptionist.

#### **The successful candidate will have:**

- At least one years' experience working in an office environment
- Experience of providing administrative support and greeting visitors
- Competence in using Microsoft office, the salesforce platform
- Experience of coordinating front desk activities including answering the phone, redirecting calls and circulating correspondence and communications within the team
- Competence in dealing with emergencies in a calm and efficient manner
- Experience in the efficient management of sensitive and personal information
- Experience in organising and coordinating fundraising events, desirable but not essential

This post is funded by Cuan and is a part time position – 30 hours a week.

Short-listing of candidates will apply.

**Email applications to: Lina Kragel, Office Manager [lina@laoisdomesticabuseservice.ie](mailto:lina@laoisdomesticabuseservice.ie)**  
**(<mailto:lina@laoisdomesticabuseservice.ie>)**

#### **Region**

Portlaoise, Co Laois

#### **Date Entered/Updated**

9th Jul, 2024

#### **Expiry Date**

9th Sep, 2024

<b>Attachment</b>	<b>Size</b>
<a href="#">application</a>	112.48
<a href="#">form.docx</a>	KB