

The Sanctuary: Receptionist (Part Time) **(<https://www.activelink.ie/node/109661>)**



THE SANCTUARY

Background Information

The Sanctuary is a meditation centre for social change in the heart of Dublin City. It is a charity founded by Sr. Stan Kennedy in 1998, long before meditation or mindfulness was on the tip of everyone's tongue.

Most importantly, it was inspired by Stan's own personal practice of contemplation and meditation and its ability to sustain Stan in her commitment to work with homeless people and her other social innovations.

The Sanctuary originated with a focus on personal well-being; and indeed continues to offer courses on yoga, mindfulness, meditation and drop in sessions for those seeking to maintain their balance: both physically and mentally.

Post: Receptionist

Location: The Sanctuary, Stanhope St, Dublin 7

Hours: 15 hours a week (across 5 afternoons) – including weekends on occasion

Salary Scale: €13 per hour

Reporting to: Operations Manager

The Sanctuary seeks a part time Receptionist to work 15 hours a week. The busy role requires a friendly and welcoming attitude, good IT skills, ability to help with room set up and prior experience of mindfulness and mediation are desirable.

Core tasks:

- Welcome in all guests to the Sanctuary in a friendly and inviting manor
- Answer all calls and emails in an efficient and courteous way
- Take payments and add them to our CRM system
- Admin support to management when required
- Tidy up after coffee break and refresh catering if needed
- Look after general cleanliness of the place during shift
- Ensure a clear handover to other receptionists and caretaker
- Reporting any operational issues that may arise to Operations Manager
- Undertake any other duties deemed necessary by the Operations Manager for the benefit of the Sanctuary

Skills/Attributes:

- Excellent reception skills to include a professional phone manner, good customer service and communication skills.
- Strong computer skills – Microsoft office – in particular word, excel and email.
- Ability to multitask and work well in a busy environment.
- Physical ability to lift within Health and Safety recommendations.
- Flexibility to cover alternative shifts when required.

Person Specification:

- Welcoming and friendly person with a professional phone manner.
- An interest in the ethos of the Sanctuary.
- Good communication and interpersonal skills with clients and staff.
- Teamwork and the ability to work in collaboration with others.
- Trustworthy and numeracy skills handling payments.

Closing Date: 2nd August 2024

Please email your CV and cover letter to Carol operations@sanctuary.ie (<mailto:operations@sanctuary.ie>) or post to the Sanctuary, Stanhope Street, Dublin 7. Phone [01-6705419](tel:016705419) (tel:016705419).

Region

Dublin 7

Date Entered/Updated

18th Jul, 2024

Expiry Date

2nd Aug, 2024

Attachment	Size
Afternoon Receptionist.doc	151 KB

Source URL: <https://www.activelink.ie/vacancies/interest-groups/109661-the-sanctuary-receptionist-part-time>