

## **Clare Immigrant Support Centre: Receptionist / Admin Assistant** **(<https://www.activelink.ie/node/111914>)**



### **Receptionist / Admin Assistant**

**Location:** Ennis, Co. Clare

**Closing Date;** 15 November 2024

**Job Type;** 3 month FTC

**Job Hours;** 30 per week

The Clare Immigrant Support Centre (CISC) aims to ensure access to appropriate state and community services and the upholding of Human Rights to all in the Immigrant Community. CISC seeks to facilitate the integration of Immigrants into their local community by providing a response to the individual needs and also supporting the involvement with local service providers, agencies and groups.

CISC is based in Ennis, Co. Clare and provides a range of services to all immigrants including International Protection Applicants, Refugees and the Ukrainian community living in County Clare.

### **Job Description: Administration / Receptionist**

#### **Reception Duties**

- Ensure all staff, clients and visitors are made to feel welcome.
- Answer, screen, and forward incoming phone calls to appropriate staff.
- Ensure all visitors & staff signs the appropriate Sign In book on arrival.
- Take delivery of post and distribute post to staff, ensuring all outgoing post is posted each day.
- Deal with all enquiries at the desk in a cordial and professional manner.
- Keep the reception area in order.
- Oversee the Stationery orders.
- Manage petty cash.

#### **Administrative Duties**

- Support the team in managing the administrative process and providing potential clients with information.
- Carry out a range of routine clerical activities such as sending out information packs, photocopying, typing letters / e-mails, filing documents, and taking minutes of meetings and other such duties, when requested by the management.
- Ensure that all administrative duties are carried out in accordance with the required timelines.
- Update electronic records on the database system.
- Assist with funding applications and returns.
- Undertake your role in a professional manner maintaining a high-quality standard of work, and work in accordance with the values of the Clare Immigrant Support Centre.

The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility is required from time to time.

# Person Specification

## Essential Requirements

- Minimum of 2 years' experience in a receptionist / administration role.
- Has excellent communication and listening skills.
- Have excellent organisational, prioritising and time management skills.
- Ability to deal with sensitive issues while maintaining confidentiality.
- Ability to multitask and prioritise competing demands.
- Enjoys working with people, is approachable, and warm and friendly
- Good IT skills, experience with MS Office.
- Clear written and verbal communication skills with proficiency in English (written and spoken).
- Willingness to work as part of a wider team.
- Be flexible in regard to working work hours (in agreement and after negotiation with the management), for the benefit of the service.

## Desirable requirements

- Experience working in a not-for-profit organisation.
- Knowledge and general understanding of organisational policies and regulations such as GDPR, Health and Safety etc.

Please send your CV to [jobscisc@gmail.com](mailto:jobscisc@gmail.com) (<mailto:jobscisc@gmail.com>), the closing date is 15/11/2024

This post is for 30 hours per week.

### Region

Ennis, Co Clare

### Date Entered/Updated

1st Nov, 2024

### Expiry Date

15th Nov, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/civil-liberties-human-rights/111914-clare-immigrant-support-centre-receptionist-admin-assistant>