

JOB DESCRIPTION RECEPTIONIST COMMUNITY EMPLOYMENT SCHEME

- Job Description: Administration / Reception Assistant
- Job Purpose: To maintain, up-date and balance project books and accounts on a weekly and monthly basis.
- To provide administrative support to those working for, and at, the M.S. Care Centre
- Main Accountabilities:
- Day-to-day accounts, maintenance of project accounts.
 - Monthly bank reconciliation of project banking account
 - Receiving Visitors at centre
 - Reception duties (telephone answering/message recording)
 - Receiving/receipting payments from residents
 - Entering/distribution of incoming post
 - Entering/franking of outgoing post
 - Filing/photocopying/faxing
 - Word processing
 - Support Administration Projects
 - Sending our Reservation Forms/Information Packs
 - Attending all relevant training courses
 - Preparing Residents Register / Resident files

This is an opportunity to develop your career, no experience necessary. Accredited training will be provided to support your career

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