

ADVERT ID 158912

General

BIMM Dublin

62-64 Francis Street Dublin
<https://www.BIMM.co.uk>



MAIN DETAILS

Status: Deactivated
Level: Higher & Further Education
Date Posted: Fri Aug 20 2021 12:04:45
Application Closing Date: Mon Aug 30 2021
Status of Post: Permanent
Number of Vacancies: 1

POST DETAILS

Title:

Receptionist

Description:

Contractual Hours: 37.5 hours per week between the hours of 8.30am – 8.00pm

About BIMM Institute:

With over 35 years' experience helping students launch successful careers in Music, Film and Performing arts and located in some of Europe's most creative cities - London, Berlin, Dublin, Brighton, Manchester, Bristol, Hamburg and Birmingham. BIMM Institute is proud to be the largest and leading provider of creative arts education in Europe.

We offer a broad range of Higher and Further Education courses in popular music, performing arts and film and screen – including BA(Hons)/BMus Degrees, nationally accredited Diplomas and MAs. Our professional, highly vocational and real-world courses include studies in music performance, performing arts, songwriting, music production, music business, event management, music marketing, media and communication, film and screen.

Person specification

The successful candidate will be the first point of contact for all students, lecturers, and visitors to BIMM Institute Dublin. Working within the reception team, the role will involve dealing with a high volume of calls and responding to all queries in a timely and informative manner. The Receptionist will work as a member of a team to manage all bookings for tutorials, rehearsals and gig auditions and to ensure an efficient front of house is maintained at all times. The role will also involve assisting all BIMM Departments with administrative duties as required.

Essential criteria

- Friendly disposition with excellent interpersonal skills
- Excellent communication skills
- Enthusiastic and willing to learn
- An ability to work from own initiative
- Excellent attention to detail
- Flexible approach
- Working knowledge of Microsoft Office Suite
- Reliable with excellent time keeping and time management

Desirable criteria

- Precious experience in a customer facing role

- Data entry skills
- Knowledge and interest in music

Accountabilities

The post holder will be responsible for the following:

- a) Dealing with client queries at the reception desk as well as off-site at events and gigs
- b) Responding to lecturer and visitor needs as they arise quickly and efficiently referring to relevant team members when required
- c) Keeping a visitor's book and providing visitors with name labels where appropriate
- d) Assisting Student Services and other teams where necessary and appropriate
- e) Managing the student tutorial system in accordance with BIMM policy
- f) Booking assessment slots for students in accordance with BIMM policy
- g) Managing rehearsal room bookings
- h) Ensuring all paperwork is available for students as required
- i) Maintain student information boards around the college
- j) Ensuring telephone calls are answered efficiently and politely at all times, and ensure the callers request is dealt with as soon as possible and messages are taken and passed on immediately
- k) General willingness to help out with other office-related tasks to support administrative processes
- l) Outside term times, be willing and available to assist all team members with administration of student records and any other duties
- m) Assisting with BIMM Institute Dublin events as required

NB: This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties in keeping with the nature of the post as directed by and agreed with their Line Manager.

We encourage applications from black and minority ethnic candidates who are underrepresented in our organisation.

APPLICATION REQUIREMENTS

- Curriculum Vitae

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: 62-64 Francis Street
Dublin

County: Dublin

Postal District: Dublin 8

Enquiries To: careers@bimm.co.uk

Website: <https://www.BIMM.co.uk>

Further Information: <https://bit.ly/3D723KC>

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