

ADVERT ID 206375

General

Kilkenny Education Centre

Kilkenny Education Centre, Callan Road Kilkenny R95RH97
<https://www.eckilkenny.ie>



MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Sat Nov 25 2023
Application Closing Date: Mon Dec 4 2023
Commencement Date: Wed Dec 13 2023
Status of Post: Part-Time
Number of Vacancies: 1

POST DETAILS

Title:
Reception/Administrator

Description:
As a Receptionist/Administrator at Kilkenny Education Centre, the successful applicant will ensure the smooth administration of our office and provide a warm welcome to clients and guests.

Responsibilities will include:

- Administrative Support
- Reception and Phone
- Website and Social Media
- Room Booking and Event Coordination
- Liaising with Colleagues and External Bodies on Programme Administration

Hours of Work: Flexible part-time position, up to 30 hours per week.

Place of Work: Kilkenny Education Centre, R95RH97

Contract type: Specific Purpose Temporary Contract – Maternity Cover

Proficiencies:

- Positive and friendly demeanour
- Excellent communication and interpersonal skills
- Strong organisational skills with attention to detail
- Prior experience in receptionist or administrative roles.
- Managing/updating social media platforms, updating website
- Experience in Excel, Word, PowerPoint, and design tools (e.g., Coral Draw or Canva)

Flexibility: Up to 30 hours per week with flexibility allowed.

Please apply by sending your CV and cover letter to: director@eckilkenny.ie

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: Please apply by sending your CV and cover letter to: director@eckilkenny.ie
County: Kilkenny
Enquiries To: director@eckilkenny.ie
Website: <https://www.eckilkenny.ie>

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