



Post: Receptionist / Administration Assistant

Location: Dun Laoghaire Rathdown Outreach Project
DROPP, 45, Upper Georges Street, Dun Laoghaire,

Purpose: To provide Reception and Administrative support

Duties:

- Greet and announce visitors. Answer general enquiries from personal callers and refer to appropriate staff member or take messages.
- Cover switchboard, record all calls, transfer calls to relevant staff member or take messages, ensure that messages are given to staff members.
- Collect, date stamp and distribute incoming mail, record and post outgoing mail.

Other duties on occasions:-

- Type correspondence relevant to the project.
- Keep and record any documents or records relating to the project.
- Ensure that a proper and updated filing system is kept
- Liaise with staff in relation to any stationery required, place stationery order and inform staff when delivered.
- Undertake any photocopying needed for the project.
- Liaise on behalf of the project with external agencies and individuals
- Any other duties assigned to them from time to time.

Skills and Abilities:

- Professional and competent computer literacy skills
- Ability to deal with and respond to telephone queries
- Commitment and ability to working effectively both within a team and on own initiative
- To be aware of and adhere to confidentiality policies and procedures of Dun Laoghaire Rathdown Outreach Project and its Code of Practice

Person Specification: *This post may be suitable for applicants with personal experience of addiction and recovery*