

**Position:** Receptionist

**Location:** Dublin Business School

**Working Hours:** 8:45am – 5:15pm, Monday – Friday

**Reports To:** Admissions Manager

**Responsibilities and tasks:**

- Answering internal and external phone calls in a professional and friendly manner
- Listening to, responding and or forwarding voice mail messages received on the switchboard answering system
- Sorting the daily post along with any other packages received
- Sorting sending Internal Mailbags
- Receipting all payments received from students
- Keeping the brochure stands located at the Reception replenished at all times
- Dealing with enquiries from internal and external customers at the desk and sending/replying to e-mails
- Booking couriers, taxis, and overnight couriers
- Sorting both internal and external post
- Receipting and completing registered post
- Checking Invoices
- Re-stocking stationary
- Assistance with admissions functions as designated by the Admission Manager
- Doing Letters for Students i.e. Standard reference letters, Bank letters, PPS Letters
- Doing up students cards
- Taking care of Room Bookings
- Handing out Transcripts and Parchments
- Taking care of the lockers for students
- Informing lecturers and staff members of appointments with students.

**Experience required:**

- Reception/Customer Service experience
- Excellent communication and interpersonal skills both written and spoken
- Proven ability to multitask and excellent organizational skills
- IT literate
- Flexible attitude to work and team player

**Salary** €22,000.00 per annum

To apply please send your CV and cover letter to [recruitment@dbs.ie](mailto:recruitment@dbs.ie)

*All appointments are subject to passing Garda Vetting and providing proof of eligibility to work in Ireland (upon being invited to interview).*

*Please refer to our privacy policy which can be found on our DBS website.*

*This job description is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post-holder and their manager.*