

Vacancy : Receptionist

About Ashgrove: As a leading company within the Renewables Energy sector we are experiencing large growth in line with the current upward trends for new build and existing housing. A significant contributor to this growth is the recent grants announcement to tackle the existing housing stock and getting over 500,000 houses up to a minimum B2 BER certificate as part of Irelands climate action plan.

As a result we are seeking applicants for a Receptionist to manage our front desk on a daily basis, in conjunction with performing a variety of other administrative and clerical tasks.

As our Receptionist, you will be the first point of contact for the company.

Duties will include offering administrative support across the organisation, along with greeting guests who visit the business.

You will coordinate front-desk activities , including distributing correspondence and redirecting phone calls.

The position is a full time permanent position starting in our current office but moving to our planned new premises in Mallow within 12 months.

Responsibilities:

- Answer, screen and redirect incoming telephone calls
- Receive, sort and distribute, daily mail and deliveries
- Order front office supplies and keep an inventory of relevant stock
- Update calendars and schedule meetings
- Arrange travel and accommodation as required
- Maintain and update records of office expenses

Requirements:

- Proficient in Microsoft Office suite, Google Drive and Sage
- Professional attitude and appearance
- Solid written and verbal communication skills
- Excellent organisation skills
- Resourceful and proactive when dealing with issues
- Ability to multitask, manage your time effectively and prioritise time sensitive tasks