



SOUTH DUBLIN VOLUNTARY GROUPS
COMPANY LIMITED BY GUARANTEE



#CES-2385753



ASTHMA SOCIETY OF IRELAND, The
Connolly Bldg, 42/43 Amiens Street, Dublin 1,
D01 E4X5



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



28/03/2025



09/05/2025

How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

(Search using the scheme reference number and submit your details)

or

Contact a case officer in your [local Intreo Office](#)



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Reception/ Administrative Assisant The Asthma Society Of Ireland

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

You can register your interest by selecting the 'Register your interest' button or you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

The role of the Receptionist is to act as the first point of contact with the Asthma Society of Ireland, dealing with telephone and email queries, visitors, correspondence and to provide administrative support to the back office staff. This also includes work with the company database and general office duties.

Job Specs:

- Acting as first point of contact for queries in relation to the work of the Asthma Society of Ireland (correspondence, visitors, telephone and email queries).
- Carry out general administrative duties including filing, typing, photocopying and shredding as required.
- To manage bookings of the meeting room and assist with preparation for meetings as required.
- Record contact details, activities, donations and other data on the company database.
- Maintaining stationery and other stock levels.
- To order couriers, taxis and catering as required.
- To perform such other tasks as may be reasonably assigned from time to time in consultation with line manager.

Skills required:

Excellent English and listening skills

Excellent computer skills and proficient in excel, word, outlook

Excellent communication skills both verbal and written

Good telephone manner

Ability to work with a variety of people with tact and sensitivity

Ability to work on own initiative as well as part of a team

All training provided.

Hours of work: Mon – Tue (9am – 5pm)

Wed (9am – 12.30pm).

Location of work: Asthma Society of Ireland, 42-43 Amiens Street, Dublin 1

- **Sector:** information and communication