

## DESCRIPTION

Receptionist / Administrative Assistant required in Dublin 2

Title: Receptionist / Administrative Assistant

Reporting to: Office Manager

The Role: Dilosk is a financial services company based in the city centre looking for an experienced Receptionist / Administrator on a short term contract from the 17th to the 28th of June 2019. The role will be responsible for the smooth and efficient running of the office. The candidate will manage all general administration duties and be the primary point of contact.

- Cover reception desk and duties
- Receive, sort and distribute mail, maintain post log
- Greet and assist visitors to the office
- Book conference calls, rooms, taxis, couriers & hotels
- Maintain contact lists
- Organise and schedule meetings and appointments
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc
- Assist in the preparation of regularly scheduled reports as required
- Procurement of office materials, organising maintenance and office cleaning
- Build and proactively maintaining relationships with all suppliers and business partners
- Handle sensitive information in a confidential manner
- Other ad hoc duties as required

## Education and Experience

- Proficient in the suite of Microsoft Office products and Microsoft SharePoint
- Previous experience in a similar role is essential

## Skills and Personal profile

The ideal candidate will be able to demonstrate:

- Excellent interpersonal skills
- Excellent organisational skills
- Team player who works well in a small and dynamic team.
- Self-starter with strong initiative
- Discreet and confidential