

Receptionist



Glenveagh
Properties PLC

Openhearted
Homemaking



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Properties PLC**

Receptionist

Job Summary:

Glenveagh Properties Plc, a leading Residential Building Company are currently recruiting an experienced receptionist for our offices based in Maynooth Co. Kildare. The ideal candidate will have a strong work ethic, be ambitious and highly motivated

Glenveagh Properties provides employees with an exciting, challenging and rewarding career in a dynamic and rapidly expanding Company. We work to make a team environment that will attract the best people and give them credible reasons to stay and grow their careers with us.

Key Responsibilities:

- Provide office administration support services as needed
- Meeting & greeting clients
- Screening, answering and forwarding telephone calls
- Diary & travel management for Senior Management as necessary
- Booking meetings, maintaining meeting rooms and arranging refreshments as requested
- Receiving and distributing mail
- Managing kitchen supplies stock, office supplies and furniture

Key Requirements:

- 1 years' experience in a similar role
- Excellent organisational skills and the ability to work in a fast paced environment
- Highly efficient and self-motivated
- A pleasant and polite manner
- Highly proficient in the full Microsoft Office suite, particularly excel
- Outstanding communication skills and the ability to deal with difficult customers

Location:

Maynooth, Co. Kildare