



Position Description for Receptionist Westmeath

Company

The client is a multi-national medical device manufacturer whose mission is to improve the quality of life through the design, development and manufacture of high quality, affordable medical products, for the benefit of patients and health professionals and with respect to their employees.

Role summary

The Receptionist will manage the front desk and be the first point of contact between the company and its clients. This is an excellent position for someone with previous reception experience.

Responsibilities

- Management of the front desk
- Diary management
- Liaising with clients to take bookings and answer queries
- Taking cash, card and cheque payments
- Issuing invoices and receipts
- General administration
- Maintaining and updating the Management System
- Conducting Covid risk assessments
- Basic bookkeeping responsibilities
- Other ad hoc duties as requested

Requirements

- +3 years' experience in a similar role
- Excellent interpersonal and organisational skills
- Strong communication and interpersonal skills



- Strong Microsoft Office skills
- Experience using a CRM
- Basic bookkeeping would be an advantage

Attractive remuneration will be offered in line with experience and would be firmed up during the interview process. If interested to explore please apply enclosing your CV in Word format and Cover Letter to se.arch@consultghi.com or to further discuss please text/call Greg O'Hanlon on 087 600 3620.