

<b>Role</b>	Receptionist / Office Assistant Internship
<b>Location</b>	Head Office, Donnybrook D.4
<b>Experience</b>	None – enrolled in a course
<b>Position</b>	3 - 4 days per week
<b>Expenses</b>	€150 per week
<b>Apply to</b>	Dub-careers@teneo.com

Teneo Strategy Ireland, one of Ireland's biggest PR company, is a fast paced, exciting and evolving business with offices in Donnybrook and Kildare Street. Due to our rapid expansion, we are now seeking a dedicated intern to assist our receptionist and office manager - reporting into the HR Director.

#### Main Duties

- Manage busy reception desk with guidance & support
- Meet and greet external clients, guests, suppliers in a professional manner.
- Book meeting rooms when requested and monitoring scheduling and occupancy.
- Maintain meeting rooms and other public areas in a customer ready state.
- Provide excellent admin support service to other departments where required
- Raise purchase orders / Ensure the smooth running of the two offices
- Assisting the receptionist in the provisioning of office services
- Assist office manager with Event Planning for the Office when required.
- Maintain rotas for office duties

#### Required Skills / Experience

- Trainee role – be enrolled on an admin course
- Excellent MS Word, Excel, PowerPoint and Outlook skills
- Administrative skills, with high attention to detail, organisation and process.
- Impeccable verbal and written English verbal are essential.

#### Qualities required

- Bright, high energy individual, with a passion to learn and contribute.
- Calm, mature and structured approach to all work practices
- Strong teamwork skills; work effectively with all departments
- Ability to be flexible in response to changing priorities and needs.
- A willingness to continuously acquire new competencies and accept new challenges
- Strong communication, oral and written and presentation skills
- Professional discretion

#### What we offer:

- Dedicated Talent Manager
- Expenses paid
- 1.5 days annual leave per month
- Flexible working
- Early home Fridays
- Weekly Ways of Working workshops
- Annual health checks
- Flu injections/ on site eye testing
- Travel saver
- Fresh fruit delivered every day
- Subsidised Massages
- Canteen facilities
- CSR programme
- Summer & Xmas company parties
- Sports club Subvention
- Intern development