

Job Title: Receptionist

Location: Aurivo House Finisklin Business Park, Sligo

Opportunity: Fixed Term Contract (8 month contract)

Aurivo Co-op is a large multi-purpose Co-operative engaged in a wide range of activities including dairy processing, liquid milk distribution, animal feed milling, retail stores, e-commerce, garden centres, livestock marketing and sports nutrition. In Aurivo our values define how we operate, employing over 600 people directly and providing employment for many others in wide range of activities including transport & distribution.

Opportunity

This is an exciting opportunity to join our team in Aurivo House, Finisklin Business Park, Sligo where the successful candidate will be the 'face' of Aurivo, as the first point of contact for all visitors. This person will enjoy interacting with people daily, dealing with many queries both over the phone and face to face with others.

Key Responsibilities

- Answering, screening and directing telephone calls
- Meeting and greeting all visitors and management of visitor sign-in / sign-out process
- Assisting with the sorting / distribution of all post
- Providing general administration support to the HR team
- Preparation & proofing of adverts. for media
- Scheduling and booking meeting rooms
- Monitoring and ordering of staff kitchen items
- Tidying the reception area

The ideal candidate will have

- Previous experience working in a reception role / managing phone systems
- Previous experience with Microsoft Office package
- Strong communication skills
- Ability to work on own initiative
- Very good time management ability

Application Process

The company reserves the right to select a shortlist from the applications received. Please forward updated CV to deirdre.mccaffrey@aurivo.ie by close of business **Friday the 20th May 2022**