

Folúntas do Rúnaí Páirtaímsire / Lánaimisire i gColáiste UISCE

Tá folúntas do Rúnaí Páirtaímsire / Lánaimisire i gColáiste Uisce. Duine fuinniúil, díograiseach le cáilíochtaí agus le líofacht sa Ghaeilge atá á lorg chun an post seo a líonadh.

Is post fíorthábhachtach, dúshlánach é post an rúnaí le roinnt mhaith dualgais. Ní mór don duine a ghlacfaidh an post a bheith solúbtha agus suim mhór aige/aici ann.

Dualgais Ghinearálta

- Fón a fhreagairt, fiosrúcháin a láimhseáil agus íomhá dhearfach phroifisiúnta an choláiste a chinntiú i gcónaí
- Mic léinn, tuismitheoirí agus custaiméirí eile a shásamh agus iad a chur ar a suaimhneas go ndearna siad an cinneadh ceart ag roghnú U.I.S.C.E
- Teachtaireachtaí a ghlacadh agus an post a phróiseáil go laethúil
- Cumarsáid a chinntiú idir an rúnaí, an bainisteoir oifige agus an chuid eile d'fhoireann U.I.S.C.E.
- Dualgais an bhainisteora margaíochta agus fógraíochta a chomhlíonadh nuair atá gá leis, ach go háirithe nuair atá éileamh ar na cúrsaí
- Seirbhís den chéad scoth a chur ar fáil.
- Gaeilge a úsáid mar ghnáth-theanga na hoifige i gcónaí
- Tacaíocht a thabhairt don fhoireann le linn na gcúrsaí
- An bainisteoir riaracháin a choinneáil cothrom le dáta maidir le heolas tábhachtach a thagann chun solais m.sh fadhbanna/ábhar imní
- An oifig a riaradh ar bhealach éifeachtach éifeachtúil

Riachtanais phost an Rúnaí

- Cumas clóscríbhneoireachta 40 f/s/n
- ECDL (nó cáilíocht choibhéiseach), taithí le Excel, Outlook agus leis an idirlíon
- Gaeilge Líofa agus Gaeilge scríofa d'ardchaighdeán
- Dea-chleachtas ag bainistiú a c(h)uid ama
- Dílseacht, freagracht agus iontaofacht.
- Féinspreagtha agus cumas oibriú as a stuaim féin

Tréithe/cáilíochtaí breise a bheidh mar bhuntáiste

- Scileanna maithe eagraíochta agus idirphearsanta
- Taithí / cáilíocht mhargaíochta
- Taithí/ cáilíocht díolacháin
- Taithí/ cáilíocht i seirbhísí custaiméara
- Taithí/ cáilíocht chuntasaíochta

Seol do C.V. roimh 10/01/22 chuig: jobs@uisce.ie, 097-82111, www.uisce.ie

Coláiste Uisce are recruiting a part-time / full-time receptionist.

The role of the secretary at U.I.S.C.E is a responsible, demanding and challenging one. The secretary must be dedicated, capable and flexible as the position includes a wide variety of duties and responsibilities. The secretary must possess a wide variety of skills which include -

- Flexibility in workdays; Saturday and Sunday work included
- Customer care skills; in person and on the phone
- Communication skills,
- Secretarial skills,
- Marketing and Telesales skills,
- Good spoken and written level of Irish
- Telephone skills

As the primary (and sometimes the only) point of contact between the general public and U.I.S.C.E it is critical that the secretary deals courteously, effectively and efficiently with all enquiries from the public so that a positive and professional image of U.I.S.C.E is created.

General Responsibilities

- To deal courteously, effectively, and efficiently with all telephone enquiries from the public so that a positive and professional image of U.I.S.C.E is created.
- To deal courteously, effectively, and efficiently with all students, parents, and other customers of U.I.S.C.E. so that they are reassured that they have made the correct choice in selecting U.I.S.C.E.
- To deal effectively and efficiently with all correspondence and messages.
- To communicate professionally & effectively with other members or the U.I.S.C.E management team and staff
- To act as a marketing & telesales representative for U.I.S.C.E courses sometimes promoting specific courses to people who enquire
- To use Gaeilge as the normal language of communication and to encourage the use of Gaeilge in the office.
- To assist the U.I.S.C.E team during the courses
- To manage the office in a professional, effective and efficient manner

Requirements

- ECDL (or equivalent) and experience with Excel, Outlook and the internet
- A high standard of spoken and written Irish
- Good time management skills
- Reliable, accountable and trustworthy
- Self-motivated with the ability to work independently

Experience / Qualifications

- Good organisational and interpersonal skills
- Marketing experience/ qualifications
- Sales experience / qualifications
- Customer service experience / qualifications