



## Receptionist and Health & Safety Officer

The Foundation for Investing in Communities

(Incorporating Business in the Community Ireland and the Community Foundation for Ireland)

Based in Phibsborough, Dublin 7

Part time: 22.5 hours per week (Monday to Wednesday)

Salary range: €23,512 to €29,390

Start date: Specific purpose contract (21/10/2019 to 24/12/2019)

Business in the Community Ireland (**BITCI**) - [www.bitc.ie](http://www.bitc.ie) - is the network for responsible and sustainable business. We believe that business is a key driver in the transition to a low carbon economy and to meaningful social inclusion. We advise close to 100 of the most progressive companies and engage business to engage in social inclusion programmes.

The Community Foundation (**CFI**) – [www.communityfoundation.ie](http://www.communityfoundation.ie) - believes in the power of philanthropy to deliver just and progressive social change. We empower people who want to make a difference through a model of philanthropy that is based on trust, effectiveness and impact.

Both BITCI and CFI have shared services which include Finance and HR and collectively have 70 employees with a combination of full and part-time, office and remote based talented and engaged staff.

### Job Purpose

To develop, deliver and maintain a friendly, efficient reception/administration as well as ensuring the consistent application of organisational health and safety practices.

### Primary Responsibilities

- To provide a professional, efficient reception service
  - To ensure that the position has a quality ethos in every aspect of its operation.
- Promote Health, Safety & Security of Self & Others
  - To contribute to the promotion of health, safety and security of your workplace.
- Plan Effectively.
  - To contribute to effective planning and delivery to ensure effective use of time and resources to meet objectives.
- Use Resources Efficiently
- Provide secretarial and administration support to the CEO and the teams
- Promote Effective People Management
  - To positively prepare for, and contribute to, your supervision and appraisal.
- Develop Self.
- To maintain stationery, publications and office supplies levels.
- Maintenance of Information and Communication Technology (ICT) Systems.
  - Ensure that the computer system is backed up on a daily basis.
- Facilities Management.
- Promote Team Work
  - To contribute to effective team working as part of the Foundation.
- Communicate Effectively
  - To liaise effectively with colleagues, other teams and external bodies in conjunction with your manager.



# The Community Foundation for Ireland

BUSINESS  
IN THE  
COMMUNITY  
IRELAND

- Promote Equal Opportunities
  - To actively promote equality of opportunity, anti-discriminatory practice, diversity, individual rights and choice in all aspects of your work.
- Other
  - Carry out other duties as required which are consistent with the job.

**A detailed job description will be provided to the successful candidate.**

## **Experience, Qualifications and Knowledge**

- Qualification in occupational health and safety
- Fluent written and spoken English
- Proficient in the use of MS Office applications
- 3+ years' experience in a similar role

## **Skills and Personal Attributes**

- Energetic and takes initiative.
- Self-motivated.
- Pays attention to detail.
- Excellent organisational skills.
- Meets deadlines.
- Ability to multi task and prioritise.
- Great interpersonal skills.

**Applicants should be legally entitled to work in the EU**

Please e-mail CV and cover letter to [gabdul@bitc.ie](mailto:gabdul@bitc.ie). Closing date for receipt of applications is **5pm Friday 20<sup>th</sup> September 2019**.

Interviews will take place on **1<sup>st</sup> October 2019** in our Offices in Phibsborough, Dublin 7.

The Foundation for Investing in Communities is an equal opportunities employer and promotes a policy of continuous personal and professional development to all staff.

The Foundation for Investing in Communities has a policy of interviewing candidates with disabilities who meet the essential criteria.