

Job Title	Full Time Administration/Receptionist
Duration	Year
Reports To	Head of Administration
Closing Date	26 th November 2017

All applications to be emailed to recruitment.sportandfitness@ucd.ie with an appropriate cover letter and subject line to be Full Time Administration. Short listing will apply.

Position Summary

UCD Campus Sport and Leisure Limited is seeking to recruit a full time receptionist / administration assistant available to work Monday to Friday on a flexible work pattern.

The position would suit a recent college graduate or someone who is taking a year out. Interviews will be held 5th Dec'17

Principal Duties and Responsibilities

- Assist with customer queries
- Administration of memberships, renewals, direct debits and swim school
- Administration of events and conferences
- Welcome all visitors and members in a courteous and friendly manner
- Provide general administrative support
- To work in partnership with other teams in the centre
- Take bookings and prepare meeting rooms
- Protect and secure files and records

Selection Criteria

Mandatory

- Excellent communication skills
- Effective verbal, written and organisational skills
- Strong attention to detail
- Excellent interpersonal and team building skills
- Proficient computer skills including Microsoft Office (Excel, Word, PowerPoint & Outlook)
- Effective time management skills
- Self-motivated and flexible
- Ability to work on own initiative
- Out-going personality

Desirable

- Previous administration experience

- Data inputting experience/working with a large database
- Efficient in Microsoft Excel and ability to demonstrate competency in use of formulas/ pivot tables/data retrieve
- Ability to multi-task and ability to work under pressure
- Excellent organisational skills
- Occupational first aid certification
- Manual Handling Cert
- Child Protection experience

Further Information for Candidates

Informal Enquiries

Name:	Edel Harvey
Title:	Head of Administration
Email address:	Edel.harvey@ucd.ie
Telephone:	716 3814

About the Company

UCD Campus Sport and Leisure Limited is a wholly owned subsidiary company of University College Dublin, National University of Ireland, Dublin. Trading as UCD Sport & Fitness, the company operates the UCD Student Centre(s) on the UCD Campus in Belfield. The Student Centre(s) are purpose built student facilities consisting of a 50 Metre Olympic Pool, Gymnasium, Meeting Rooms, Cinema, Debating Chamber, Theatre, Health Centre, Student Bar, Pharmacy, Large Event Hall, Cafes, Newsagent and numerous meeting rooms. The company is primarily focussed on the student market whilst maintaining a strong commercial element. For further information please see the links below:

<http://www.ucd.ie/studentcentre/>

<http://www.ucd.ie/sportandfitness/>