



ESI Technologies Group, part of the Indutrade Group, is the leading supplier of Process Equipment & Engineering Solutions into the Pharmaceutical, Chemical and Biotechnology Industries in Ireland & UK. We are recruiting for the following position:

### **Company Receptionist**

#### **Job Summary**

Reporting to the Customer Service & Support Business Unit Leader, this position will be based in our Cork office. The receptionist will support and receive visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival; maintains security and telecommunications system. Responsibilities will include:

#### **Essential Functions:**

- Deal with general queries to the switchboard/reception.
- Meet and Greet customers/visitors in person in line with company practice.
- Open post and inform relevant department for collection.
- Booking of company staff travel/accommodation arrangements.
- Scheduling of auto responses as appropriate for all personnel.
- To ensure all post is franked and dropped to post office each day.
- Sending Purchase Orders to relevant Order Administrators.
- Ordering of all Stationary supplies to include company letterhead, business cards, printing & laminating, Cartridges, Kitchen supplies and general supplies for the office.
- PA duties for CEO.
- To organise boardroom/Conference Room diaries.
- Recording & filing of employee's annual leave.
- Phone cover of UK.
- Adherence to companies ISO 9000 Quality, and Health & Safety procedures.
- Other duties in line with company requirements.

#### **Knowledge, Skills, and Abilities:**

Successful performance by the receptionist requires a thorough knowledge of the office, technical skills appropriate to the job, and a genuine desire to help people.

**Minimum education and work experience required:**

You must be a people person who has excellent communication skills, good attention to detail, and the ability to use own initiative. **Experience working in a similar role desirable but not essential.**

Ability to Multi-task is necessary and excellent communication skills. You must possess appropriate computer skills.

ESI is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Contract type: Permanent – Full time role.

Remuneration package is commensurate with experience.

Applications in writing to:

The HR/Training & Development Manager, [hr@esitechgroup.com](mailto:hr@esitechgroup.com). Replies only provided to those who are shortlisted.