



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**

Reporting to the Business Unit Leader of our Customer Service & Support (CS&S) Department, this position will be based in our Cork office. Responsibilities will include:

#### **Duties of the Role include:**

- 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.
- Adherence to companies ISO 9000 Quality, and Health & Safety procedures.
- Other duties in line with company requirements.

#### **Ideally the candidate would possess the following skills/experience:**

- Good front of house and phone manner and strong interpersonal skills.
- Excellent IT skills, including experience with MS 365, Excel, MS Word and SharePoint.
- High attention to detail and ability to use own initiative.
- Excellent verbal and written communication skills.
- Strong ability to multi-task and prioritise tasks on a daily basis to ensure efficiency and high level of quality.
- Committed to Customer Satisfaction and continuous process improvement.
- Service orientated - has a natural interest in helping customers.
- Reliable and committed with ability to work in a busy customer focused environment.



North Esk Business Park,  
Dunkettle, Co Cork, Ireland T45 NW94



Registered in Ireland - No. 261526



[www.esitechgroup.com](http://www.esitechgroup.com)



+353 21 451 0900



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

Contract type: Permanent.

Remuneration on application.

Applications in writing to:

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



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