



Job Title: Receptionist/Administrator Available under the Community Supported Programme (POBAL). This position is open to candidates that are in receipt of a Department of Social Protection payment at the time of commencing the role.	Position: 1 part time position (15 hrs per week) Location: Co Located Bray and Arklow, Co Wicklow
1. JOB SUMMARY: Due to the size and structure of our organisation you may be called upon to assist in other areas of work related to your skills and experience. We seek to recruit a person who is flexible, co-operative and a committed team player, with potential to grow in the role. <i>Individuals with a background/interest in reception, administration, data management, hr services, the charities sector, counselling, social supports, fundraising, etc, may be suitable for this role.</i>	
2. KEY RESPONSIBILITIES AND ACCOUNTABILITIES: Care of Our Clients - To be the initial point of contact for prospective clients, to meet and greet them with warmth and in a non-judgmental manner. - To always treat all clients and visitors to the Centre with respect and confidentiality. Appointment Making - To manage initial client appointments in accordance with established procedures. Information provider - To assist a cross-section of people seeking information and advice about the Centre and, where necessary, to refer enquiries to relevant staff or other appropriate external services. General Administration - Answering phone calls and taking messages. - Recording and distributing mail. - Maintaining records of incoming donations and making banking lodgments. - Updating noticeboards. - Maintaining offices supplies. - Filing, Photocopying, Emailing, Mail shots etc. - Support the updating of documentation in line with policy and procedure. - Provide support to the management of the Centre. Data Entry - Responsible for the compilation of our statistics. - To input client information and monthly data from counsellors into our client record management system in a timely and accurate manner.	

- To generate monthly, quarterly, annual reports as required.

Housekeeping Tasks

- To ensure that the client reception area and counselling rooms are properly maintained.
- To ensure that the building is secure at night with all windows and doors secured and all electrical appliances turned off and unplugged.
- To undertake other duties as requested from time to time.

3. REQUIREMENTS SPECIFIC TO THIS POST:

It is essential that the successful candidate(s) possess strong communication and interpersonal skills, including clear speech and a professional telephone manner. For this post you will also require excellent organisational, time management and computer skills. A working knowledge of a client record management system such as Salesforce would be a strong advantage.

This position is open to candidates that are in receipt of a Department of Social Protection payment at the time of commencing the role. Please ensure you fit the criteria before applying.

For your reference, please see CSP Eligibility form.

4. REQUIREMENTS EXPECTED OF ALL LIVING LIFE STAFF:

- To demonstrate a sound work ethic, support the mission of the Living Life Counselling and can work within its values, policies, and procedures.
- To be aware of and sensitive to the needs of our clients.
- To undertake work in a manner that is friendly, flexible, courteous, and respectful.
- To be discreet and aware of issues of privacy and confidentiality.
- To be a team member and to participate in the efficient flow of information to all work colleagues.
- To show reasonable flexibility in relation to the hours of attendance and to be willing to cover for absent staff members when necessary.
- To report any area of concern to management in a timely manner.
- To actively participate in staff meetings and engage in staff appraisal as required.
- To be vigilant of any Health, Safety and Welfare risks in the workplace.

To apply for the above position, please forward your CV to Rebecca Mullen at rebecca@livinglifecounselling.com. Closing date: Friday 26th December, 2025.

If you are unsure if you qualify, please call Rebecca Mullen on 01 286 6729

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhausted list of all responsibilities, duties and skills required of personnel so classified.