



Ruhama is recruiting an **Administrator/Receptionist (Community Employment position)**

Ruhama is a Dublin based NGO which works with women affected by prostitution and other forms of commercial sexual exploitation. We are recruiting an assistant Receptionist/Administrator, part-time, through the Community Employment scheme. The successful candidate will provide a professional yet friendly 'front of house' as they meet and greet visitors. They will support the smooth running of the office – and give administrative support to the delivery of our support services to women. A good command of English is required and the successful candidate will receive full training in order to work alongside and support the Organisational Administrator. A good working knowledge of Word and Excel is desirable also. QQI credited training will be organised and provided to support your future career.

Community Employment Vacancy

- Position: **Administrator / Receptionist - Ruhama**
- Vacancy ID: CES 2121513
- Scheme Location: Ruhama, 30/31 Camden Street Lower, Dublin 2
- Contract Type: **Temporary**
- Job Type: **Community Employment**
- Hours per week: **19.5 Hours**
- Number of Positions: **1**
- Salary Type: **Community Employment Programme Rates**
- Commencement date: **immediate, upon successful application.**

Application details

Please **first** contact your local DSP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy, using the Vacancy ID noted above. Job Reference Number will be required. Eligibility to participate on CE is generally linked to those who are 21 years or over. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more.

For application enquiries: when eligibility is confirmed, please contact: Marie Hanley, CE Supervisor, Sophia Housing, 25 Cork Street, Dublin 8 Ph: 087 6581871

For general enquiries: please contact Meredith Meagher, Organisational Administrator, Ruhama at meredith@ruhama.ie or ph 01 8360292

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Ruhama is an equal opportunities employer.