



ST. FRANCIS HOSPICE DUBLIN

(UNDER THE CARE OF THE DAUGHTERS OF CHARITY)

St. Francis Hospice Dublin provides a comprehensive range of palliative care services for patients and their families living in North Dublin City and County. We are currently recruiting for the following position:

Receptionist Specified Purpose Contract Part-time, Grade IV Blanchardstown/Raheny

The successful candidate will be working 14 hours per week over a 7 day roster on early and late shifts.

Candidates must be available to work over weekends and to cover at both sites.

Requirements:

- Be educated to Leaving Certificate standard or equivalent.
- Have undertaken a secretarial course/Computer course/Customer services
- Have two years' experience as a Receptionist or similar role
- Be fully competent in MS Office suite and other relevant packages.
- Have extensive knowledge of switchboard operations.
- Be flexible with availability.
- Have worked in an area where multi-tasking is a key requirement
- Full driving licence

Informal Enquiries to: Alison Barker, Hospice Administrative Services Manager, abarker@sfh.ie

Job description and application form can be downloaded from the Careers page on our website www.sfh.ie/career-opportunities

All applications should be emailed to recruitment@sfh.ie and must include:

- Completed application form
- Cover letter
- Curriculum Vitae (CV)

Closing date for all applications is Friday 24 November 2023

Shortlisted candidates will be interviewed on Wednesday 29 November 2023

Visit our website at www.sfh.ie

St. Francis Hospice Dublin is an equal opportunities employer