

## Receptionist / Marketing

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Company: MSL Engineering Ltd.

Location: Ringaskiddy

Category: management

Role: Receptionist and Marketing Role

Location: Ringaskiddy

Salary: DOE

MSL Engineering Ltd is a mechanical engineering firm, who provide services to multinational clients in the pharmaceutical, oil and gas, food and beverage and medical devices industry.

### Reception Duties

- \* Manage busy switchboard – diverting calls. Taking and distributing messages for appropriate personnel, keep up to date MSL directory.
- \* Manage stocking of office consumables
- \* Lock building doors at end of day.
- \* Meet and greet visitors, candidates, and vendors- sign in sign out system
- \* Manage busy shared inbox

- \* Reception duties – photocopying, scanning, archiving. Daily post and packages. Draft letters
- \* Purchase requisitions for office supplies for the head office and sites
- \* Boardroom meetings - set up/bookings – tea/coffee/scones/sandwiches etc
- \* Provide full administrative and secretarial duties to Senior management.
- \* Cleaner - clock in and out times and cross checking against monthly invoices for approval.  
Keeping up to date weekly cleaning schedule.

#### Corporate Travel

- \* Car Rentals– Irish booking portal. Check and process monthly invoices
- \* Hotels – weekly bookings for directors, manage receipts for accounts (job allocation)
- \* Flights – bookings and receipts for accounts

#### Accommodation

- \* Secure long-term accommodation for new and existing projects, in Ireland and abroad.  
Liaising with estate agencies, signing leases
- \* Utility management of long-term accommodation.
- \* Monitor rents paid and tenants for each property and allocating to specific job codes.  
Terminating leases and deposit retrieval.

#### Ad Hoc

- \* Managing LinkedIn profile for MSL Engineering Ltd.

\* Responsible for organising social events.

Due to the urgency of this role, we cannot consider candidates that do not have the appropriate work permits in place. Applications submitted without the necessary visa in place will not be considered.

If the position above is of interest to you and you would like to know more, please call Noelle today on (phone number removed) in complete confidence.

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#### Cross References and Citations:

1. Receptionist / Marketing [BeauticianjobsJobs Ringaskiddy Beauticianjobs](#)
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