

Receptionist / Bilingual Assistant- Embassy of Ireland, Paris
CDD 6 months maternity leave cover

The Embassy of Ireland, Paris has a vacancy for a full-time receptionist / bilingual assistant working to senior diplomatic staff.

The main duties and responsibilities will be:

- Responding to all telephone enquiries to the Embassy main telephone line;
- Responding to all email enquiries to the Embassy information email;
- Receive and transfer of deliveries;
- Liaise with the Embassy messenger to ensure receipt, delivery and distribution of post;
- Work with embassy security and personnel to greet embassy guests;
- Provide high quality administrative support primarily to diplomatic officers as necessary: processing requests and maintaining information flows;
- Liaise with various French institutions;
- Work closely with other Embassy support staff and cover leaves of absence as necessary;
- Other related duties and assisting in other aspects of the embassy's work, as required.

Required skills and experience:

Applications are invited from candidates with fluent French and English (written and spoken). Excellent communication and organisational skills are required.

Experience of reception and telephone work in an international office environment would be desirable. Candidates must show capacity for flexibility and be willing to work to meet deadlines.

Salary:

The basic gross salary will be €2,361.34 per month. The statutory probation period will apply.

Application:

Candidates are invited to send in a CV with an accompanying cover letter and at least two work referees by close of business on 20 January 2018.

Applications should be sent by **email** to paris@dfa.ie marked "Receptionist / Bilingual Assistant". By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post to Tracey Culloty Lacoste, Embassy of Ireland, 4 rue Rude, Paris 75116, France