

## **Receptionist / Bilingual Assistant- Embassy of Ireland, Paris**

### **Temporary Position - CDD**

The Embassy of Ireland, Paris has a temporary vacancy for a full-time receptionist / bilingual assistant working to senior diplomatic and administrative staff, for a period of up to six months beginning Tuesday 23 April 2019.

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;
- Receipt 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 €2,542.69 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 Tuesday 16 April 2019.

Applications should be sent by **email** to [tracey.cullotylacoste@dfa.ie](mailto:tracey.cullotylacoste@dfa.ie) marked "Receptionist / Bilingual Assistant".

#### **Data Protection Acts**

When your application form is received, we create a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 and 2003 and The General Data Protection Regulation (GDPR). To make a request under the Data Protection Acts 10 1988 and 2003 and the new GDPR, please submit your request in writing to FOI Unit, Department of Foreign Affairs and

Trade. As per the provisions of the Data Protection Act 1988 and 2003 and the General Data Protection Regulation (GDPR) and subject to the provisions of the Freedom of Information Act, 2014, applications will be treated in strict confidence. By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post as outlined above. Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts. <https://www.dfa.ie/about-us/our-commitments/privacy-policy/>