



## **Receptionist Required for ABP Food Group**

ABP Food Group is currently recruiting for the role of a Part-Time Receptionist. ABP Food Group is one of Europe's leading privately owned agribusiness organisations. We are one of the largest beef processors in Poland, the UK and Ireland. This position will be based in Ardee, Co. Louth

### **Duties**

Answer all incoming calls in a timely and professional manner.  
Accurately take and pass on messages to staff.  
Log all incoming calls as they occur.  
Meet and greet all visitors.  
Manage multiple calls at the same time  
Looking after all incoming and outgoing post.  
Ensure reception area is kept neat and tidy at all times.

### **The Candidate**

Friendly and outgoing personality.  
Previous receptionist experience (6 - 18 months)  
Strong customer service focus.  
Patient and cooperative.  
Excellent PC skills ( MS Word /Excel/Outlook) - ECDL preferred.  
Accurate with a strong attention to detail.  
Excellent communicator, both verbal and written.  
Excellent administration skills  
Ideally living within an easy commute of Ardee.

This is an excellent opportunity for someone seeking a challenging career with one of the largest indigenous agri-business in Ireland. Please send your CV to [recruitment@abpireland.com](mailto:recruitment@abpireland.com)