



Position	<b>Receptionist (CO)</b>
Contract	<b>Full-time; Indefinite Duration</b>
Service Group	<b>Corporate Services</b>
Location	<b>BIM Head Office, Crofton Road, Dun Laoghaire, Co. Dublin.</b>

#### Brief description of BIM:

BIM is a non-commercial semi-state body, which was formally established by statute (Irish Sea Fisheries Act 1952). It is the Irish State agency responsible for developing the Irish seafood industry.

BIM's strategy aims to enhance the competitiveness of the Irish seafood sector focusing on the following five key strategic priorities:

1. Sustainability
2. Skills
3. Innovation
4. Competitiveness
5. Leadership

BIM is an agency of the Department of Agriculture, Food and the Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.

The organisation has six business units: Seafood Technical Services, Skills Development Services, Corporate Services, Development and Innovation Services, Economic and Strategic Services, and Corporate Communications. BIM's head-office is in Dun Laoghaire, Co. Dublin. In supporting the seafood sector, BIM's staff are also strategically located in the coastal communities which they serve, including offices in Galway and Killybegs. In addition, BIM's two training colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork. Finally, BIM's SIH (Seafood Innovation Hub) is located in Clonakilty, Co. Cork where it supports innovation and sustainability among Ireland's seafood industry.

#### **Our Mission**

To support and enable an increase in value creation of an Irish sustainable seafood sector, across the supply chain, from catch to consumer.



## Description of appropriate Service Group:

### **Corporate Services (CS)**

Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Fleet Services, Investment Services and Ice Plant network within BIM.

## Summary of the Role:

The Receptionist will be responsible for a range of reception and administrative duties in our Head Office. The reception is based at BIMs HQ and therefore the first point of contact for anyone attending the main offices. He/She/They will be responsible for phone systems, email, post, courier services. The receptionist is also responsible for meeting and greeting visitors arriving in our head office and the management of meeting room bookings and lunch bookings when required. They will also be responsible for other administrative duties to support the Corporate Services and wider BIM teams.

Please note due to the nature of this role, this is a fully onsite role, 5 days a week, available between 9am and 5.30pm and will not be eligible for any hybrid work arrangements.

## Principal Tasks:

- Phone Systems and maintain phone lists
- Meet and greet visitors to head office
- Reception area housekeeping – maintenance of area, providing a professional image of BIM
- Supports security measures, monitoring logbooks, issuing visitors badges.
- Register guests arriving in line with Covid-19 governmental guidelines.
- Scheduling appointments, booking meeting rooms and lunch for visitors when required
- Booking travel arrangements
- Managing post in and out of the Head Office
- Arranging courier services when required
- To perform any other related duties as might reasonably be required and which may be assigned from time to time

## Reporting Structure:

Line Manager: Facilities Executive

Director: Corporate Services Director



## Contacts:

### Within BIM

- All staff in all Business Units
- Facilities Executive
- Corporate Services Director

### Outside BIM

- Visitors to BIM Head Office

### Training

- Training needs will be identified through our Performance Management System.

## Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training

### Essential:

- A minimum of 6 months working in a similar receptionist role
- Professional manner
- Excellent MS Word and MS Excel skills
- Excellent administrative and organizational skills.
- Excellent interpersonal and communication skills
- The ability to foster strong internal relationships
- Good time management and the ability to prioritise and meet deadlines.
- The ability to work independently and unsupervised.
- Relevant qualification

### Desirable:

- Fluency in spoken and written Irish.

### Special personal attributes required for the position:

- Good organisational and priority-setting skills, with the ability to manage multiple priorities
- Capable of working independently as well as being an effective team player
- Excellent interpersonal and communication skills, with the ability to effectively interact with people in a multidisciplinary and multicultural environment
- Flexible and adaptable approach to supporting BIMs range of departments and activities.



### Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for CO, with a salary range of €25,339 - €41,504 (as at 1<sup>st</sup> February 2021) per annum pro-rated with time worked.

(Please note: The starting salary for the post shall be at the minimum of the relevant salary scale unless the preferred successful candidate is a current serving civil or public servant on a higher point of the scale in line with the relevant Department of Public Expenditure & Reform Circular).

You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months). Salary and Pension Scheme are subject to public sector approved norms and take account of recent service in the public sector in line with relevant circulars and rules.

### Annual Leave:

Annual leave entitlement for this role is 22 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with BIM leave policies, by your manager or their authorised representative.

### Duration of Contract:

An employment contract of Indefinite Duration will issue for this role at the discretion of BIM subject to satisfactory performance at the required level and completion of the required probation period. The successful candidate will be on probation for the first six months.

### How to Apply:

A full C.V. together with a letter of application and [BIM Vacancy Application Form](#), summarising experience and skill sets applicable to the position should be emailed to [jobs@bim.ie](mailto:jobs@bim.ie) or posted to Human Resources of BIM, 12 Crofton Road, Dun Laoghaire, Co. Dublin.

**Closing date for Applications:** All applications for this post should be received by BIM before **3 p.m. 28<sup>th</sup> June 2022**. Please note that late applications will not be accepted.

**Use of Data** - all personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our [General Data Protection Regulation Policy](#) and data retention schedule. All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

***BIM is an equal opportunities employer***