

Job description

Position: Reception and Production Assistant (Maternity cover)

Reports to: Operations Manager

Purpose of the Position:

The duties of this position include, but are not limited to, the below:

- ⇒ Responsible for staff book at reception to insure all staff are accounted for
- ⇒ Responsible for all incoming calls and delivering messages
- ⇒ Responsible for greeting all incoming visitors
- ⇒ Assist Operations Manager in scheduling tasks and bookings in order to achieve efficiencies in relation to costs and resources.
- ⇒ Liaise with producers to complete production process ahead of each production
- ⇒ Purchase any necessary stationary or other house products
- ⇒ Actively seek more efficient and innovative ways of working so that we can deliver added value within the constraints of tight budgets
- ⇒ Maintain clear communication with the Operations Manager and the rest of the production team, keeping them up to date on production issues and any other relevant information
- ⇒ Participate in weekly feedback session with Operations Manager- These sessions are designed to promote a culture of open, honest and clear communication
- ⇒ Give commitment to develop your knowledge and skillset in order to keep up to date with Nemeton's business needs
- ⇒ Plan & organise schedules and crews for shoots
- ⇒ Handle all incoming queries and requests for Nemeton productions through info emails or phone.
- ⇒ Sharing ideas of where improvements can be made
- ⇒ You will secure your best efforts to extend and develop your knowledge of the Irish language and culture, including an active involvement in the company's Irish Language Plan.
- ⇒ Adherence to Nemeton TV's core values
- ⇒ You must adhere to Nemeton TV's policies and procedures including but not limited to Health and Safety, GDPR guidelines and Time and Attendance policies. All of Nemeton TV's policies and procedures can be found in our Employee Handbook.
- ⇒ You will be required to carry out other duties as assigned by the Operations Manager.

Qualifications:

- Secretarial course or other relevant course

Experience:

- 2 years + experience in a similar role

Personal Attributes:

- Excellent communication and interpersonal skills
- Confident team worker and ability to work independently
- Highly developed organisational skills
- Have a helpful and collaborative attitude to work

Other requirements:

- Fluent Irish language skills
- A full clean EU Driving Licence is desired
- Proficient with Excel and Word packages
- Experience on Mac an advantage

Key Interactions:

Operations Manager

How to apply:

Please email your CV to hr@nemeton.ie

The closing date for applications is Friday, 22nd November 2019