



# EXCHANGE HOUSE IRELAND

## National Travellers Service

Exchange House Ireland National Travellers Service is the largest front line Traveller specific service in Ireland. We are an organisation of Traveller and non-Traveller people working together to provide services to Traveller families, and Traveller young people and children and Traveller men and women, many of whom are in crisis. We pride ourselves in working with some of the most marginalised members of the Traveller community.

### **Exchange House Ireland now wishes to recruit a**

### **Receptionist**

(Full-Time 35 Hours)

(12 Month Fixed Term Contract)

Who will work in an exciting new front of house opportunity. We are seeking an enthusiastic Receptionist to join the Exchange House Ireland team. Reporting to the Finance Manager, the successful candidate will be flexible, co-operative and a committed team player. The role is located at our offices on Great Strand Street, Dublin 1. Hours of work will be 35 hours per week normally.

The salary will be as per HSE Multi-Task Assistant scale commensurate with qualifications and experience

The role's job description is available on [www.exchangehouse.ie](http://www.exchangehouse.ie) or call the Personnel Administrator on (01) 872 1094

#### **CVs and a cover letter should be sent to:**

Finance Manager  
Exchange House Ireland National Travellers Service  
61 Great Strand Street  
Dublin 1  
D01 WC97

or

emailed to: [info@exchangehouse.ie](mailto:info@exchangehouse.ie)

**Closing date for receipt of applications is 5.00pm on Monday 27<sup>th</sup> February 2023**

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*All positions in Exchange House Ireland are subject to Garda Vetting and full reference checks. Exchange House Ireland is an Equal Opportunities Employer and welcomes applications from members of the Traveller community.*