

**Rediscovery Centre Retail & Reception Assistant  
TÚS Employment Placement  
Job Description**

Name of Host Community Organisation and name of supervisor	Rediscovery Centre Carrie Ann Moran
Job Title	Retail & Reception Assistant
Main tasks:	<p>The successful applicant will have a desire to learn &amp; an interest in excellence in retail and customer service, and will develop skills in this area.</p> <p>Duties will include:</p> <ul style="list-style-type: none"> <li>• Customers service</li> <li>• Handling payments</li> <li>• Understanding the key company's messages &amp; ethos and communicating same</li> <li>• General day to day tasks related to running a high quality retail space (ie making sure items are correctly displayed, labelled and priced, cleaning and tidying of shop, etc)</li> <li>• General day to day tasks related to running a popular visitor attraction and education centre (ie welcoming visitors &amp; customers, managing bookings, managing phones call, emails, etc)</li> <li>• Creative retail merchandising</li> <li>• Administration work</li> <li>• Attend and work at a variety of Rediscovery Centre related events &amp; activities, both at the Rediscovery Centre and beyond</li> </ul>
Person Specification	Enthusiastic and eager to learn Some previous relevant experience useful
Place of Work	Rediscovery Centre, Boiler House, Main St, Ballymun, Dublin 9, D09 HK58

Days or times of work	19.5 hours over Monday to Saturday
Garda Vetting	Yes
Any other work related requirements	No
Preferred start date:	As soon as possible
Notes:	This role will include development of a range of transferable skills which would enhance future job prospects. Full training in the above tasks and duties will be provided.