

# Glencalan Engineering Ltd

Waterford Business Park, Unit 37, Cork Rd, Waterford, X91 KTR2, Ireland

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<https://www.glenc.ie/>

We are looking for a motivated and customer-oriented person to join our team as a Part-Time Office Receptionist. The working hours are 20 hours per week, with a weekly pay of €500.

This is administrative support that includes tasks such as:

- answering phone calls,
- scheduling appointments,
- managing emails,
- organizing documents
- assisting with basic office operations.

## **Requirements:**

- Strong communication skills, both written and verbal.
- Good problem-solving skills.
- Ability to work independently and manage your time effectively.
- Proficiency in using computers and online communication tools.

Apply with CV and cover letter to: [careers@glenc.ie](mailto:careers@glenc.ie)