



Donabate & Swords District CE Project



#CES-2361625



SWORDS BAPTIST CHURCH, The Riase
Centre, Feltrim Road, Co. Dublin, K67 PX85



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/10/2024



02/12/2024

How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

(Search using the scheme reference number and submit your details)

or

Contact a case officer in your [local Intreo Office](#)



Open your camera app & point here to view this ad online



Receptionist / Administrative Assistant (The Riase Centre) 2 & half days, Swords

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

You can register your interest by selecting the 'Register your interest' button or you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Start Date: 06/01/2025

The position is divided into 3 days

Wednesday 12.30 to 5 (4.5 hrs)

Thursday 9 to 5 (7.5 hrs + 30 mins lunch)

Friday 9 to 5 (7.5hrs + 30 mins lunch)

- Answering phones, Photocopying, Filing invoices and statements
- Room Booking
- Signing In\ and Out Clients
- Cheques payment, Lodgements analysis/ Bank reconciliations
- Week End, Month End & Year End reports & Reconciliation

Requirements: IT Skills required

- **Sector:** other service activities