



THE LEIXLIP AMENITIES GROUP LIMITED



#CES-2375256



LEIXLIP AMENITY CENTRE, Station Road,  
Leixlip, Co. Kildare, W23 R942



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/01/2025



03/03/2025

## 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



## Reception - Customer Service Agent

### 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.

The Reception role involves, supporting customer queries, booking pitches, parties, camps, hall, helping to maintain the highest standards of hygiene

-A good Telephone Manner

-Good communication & listening skills

-A flexible attitude to teamwork

-Openness to learning & skills development in Reception & Customer Service.

-A friendly manner to support members of the Leisure centre.

-Commitment to supporting health & safety as part of the team

-Hourly health & safety checks around the centre

-Some experience / familiarity with Microsoft office would helpful, but full training can be given

-support will be given to explore career, training, and employment options.

-Support if childcare is a consideration.

Garda vetting is required for this role. Support given to apply for vetting.

All staff have free gym membership

- **Sector:** other service activities