



Moate Heritage Co CLG



#CES-2391490

DÚN NA SÍ HERITAGE CENTRE,



Knockdomney, Moate, Co. Westmeath, N37

XW31



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/05/2025



24/06/2025

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



Receptionist/Office Worker - Dun Na Si Heritage Centre, Moate

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.

Job Description

Duties

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

Located at the Dun Na Si Heritage Centre, Moate. Deal with clients/visitor queries and bookings; Respond quickly to phonecalls and ensure message follow-up; keep information current and up-to-date on all social media platforms; Possess the ability to multi-task, pay attention to detail, have a positive attitude, be dependable and must be flexible. Skills required: Reception and Customer Services; Knowledge of MS Word, Excel, Outlook; Email and Internet; Digital Skills.

Contact the CE Supervisor - Moira O'Connor, Moate Heritage Co CLG, Dun Na Si Heritage Centre, Moate, Co. Westmeath. email: moiraoc@dunnasi.ie Tel: 090 6481183

To find out more please view the VIDEO which can be seen in the 'What's Going On' section of the JobsIreland website, at the end of homepage

- **Sector:** administrative and support service activities