



Clonmel Community Network CLG



#CES-2392931



Peter Street Rooms, 11/12 Peter Street,
Clonmel, Co. Tipperary, E91 F662



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/05/2025



03/07/2025

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 Citizens Information Centre

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.

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Duties included: Meeting & Greeting people, answering phone/directing calls. Ensuring adequate supply of publications, information leaflets and application forms are available. Assisting information officers and volunteers in dealing with queries and recording same. Attend relevant training. Ensure "Signing in Book" is signed by volunteers and staff daily.

For more information/to apply for this position, please email ccnclg@gmail.com

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