



NEW ROSS & DISTRICT COMMUNITY



EMPLOYMENT SCHEME COMPANY

LIMITED BY GUARANTEE



#CES-2396150

CUMAS NEW ROSS, The Harte Comp,



Butlersland Ind Est, New Ross, Co. Wexford,

Y34 YA30



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/06/2025



24/07/2025

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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Receptionist with CUMAS New Ross

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.

To register your interest 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.

Main Duties and Responsibilities:

Greeting Visitors: Welcome guests and clients, ensure they sign in to the visitor logbook. Offer refreshments and direct them to the appropriate area or person.

Answering Phones: Handle inbound phone calls, transfer them to the correct department / person, take messages and provide basic information.

Handling Mail: sort incoming mail and prepare outgoing mail.

Managing the Reception Area: Maintain a clean, organised and welcoming reception area.

Scheduling Appointments: Arrange meetings, appointments and board room bookings, ensuring no scheduling conflicts. Ensure meeting rooms are presentable, and the necessary refreshments are available when required.

Maintaining Supplies: Monitor and reorder supplies as needed to ensure smooth daily operations. These include- office supplies, PPE, store supplies and others as required. Purchase Orders to be generated and approved for all orders placed.

Maintaining Office Equipment: Ensure that office equipment such as the printer, shredder, and laminator are in working order and that there are sufficient toners in place.

Data Entry: Input information into databases, manage client records and update contact details.

Administration: Conduct administration tasks to support the Management and Administrative teams. Filing, photocopying, scanning and updating documents and records as required.

Archiving: Maintaining, archiving and disposing of records.

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