



Employment, Development & Information

Centre



#CES-2398713



EDI CENTRE, 11A1 Mastertech Bus , Athlone

Rd, Longford, Co. Longford, N39 Y0F4



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/10/2025



20/11/2025

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

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.

Job Description

Duties

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

Answer and operate phone system in a comprehensive manner;

Record and distribute all messages to relevant parties;

Ensure client registration is complete and registered;

Promote the services within EDI;

Typing;

Receive post and distribute to various departments;

Responsibility for posting all mail in the evening;

Record all job search bookings;

Room bookings;

Communicate the services within the EDI Centre to the public.

Eligibility to participate qualifying age 21 years. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more. Please contact Nicola / Marie on 0874137796 or email nicola.mullervy@edilongford.ie / mariemcgurran@edilongford.ie

- **Sector:** other service activities