



Skerries Training Employment Project



#CES-2399291



SKERRIES COMMUNITY CENTRE, Dublin

Road, Skerries, Co. Dublin, K34 K377



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/06/2025



06/08/2025

## 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/Administrator - Skerries Community 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.

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.

Skerries Community Centre are looking for a positive and professional individual to work in the reception area. You will need to have the ability to deal with enquiries in a professional and courteous manner on the telephone or via e-mail.

Duties to include -

- Frontline reception skills
- Customer care
- Accounting records
- Telephone skills
- Cash handling and reconciliation
- Secretarial duties
- Computer skills

Please contact your local DSP Employment Intreo Office to check your eligibility to apply for this vacancy. Alternatively, contact Eugene at Skerries Training Employment Project

Email: [skerriestraining@gmail.com](mailto:skerriestraining@gmail.com) or phone 0894396263.

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