



Key Project BRILLFRC Ballybeg Waterford



#CES-2399869



Waterford, Waterford,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/06/2025



11/08/2025

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 / ADMINISTRATION SUPPORT

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.

CV's to pat@brillfrc.ie or Ring on 051 350100 for more information.

Administration Duties:

- Meet & greet visitors as they come into the centre & direct them to the relevant project
- Answer the telephone in a professional manner, transfer calls to other staff
- Take messages for any staff not available, from both telephone or personal callers.
- Ensure everyone entering the building signs the daily sign in sheet on entry and exit
- Answer enquiries from the clients or if unable, direct them to the most relevant person to answer their query.
- Facilitate & support clients looking for a particular form and assist them in filling out a form if necessary (download if needed)
- Produce weekly Jobs Booklet using online newspapers and internet sites -along with other colleagues- for publication to a set deadline.
- Produce -with other centre teams- Newsletters
- Type and print client's CV's Cover Letters, Course work etc.
- Maintain records of callers to reception and any follow up action needed
- Design and produce, flyers, posters, business cards.
- Keep abreast of information relevant to work issues and post this on Key Project Facebook page & website
- Using GDPR regulations maintain database of all clients seeking work
- Make grouping of job categories on text alert system

- Using text alerts send suitable job spec to clients
- Keep our Face Book & Web Site pages up to date.
- Photocopy or print items for clients as requested and take the payment for the service.
- Reception petty cash handling
- To attend team meetings on a regular basis & keep up to date with different projects being worked on.
- Keep leaflet stands tidy and filled with up-to-date forms
- Maintain the noticeboards and remove any out of date items
- Keep a tidy reception area
- **Sector:** administrative and support service activities