



Knockanrawley Resource Centre



#CES-2401855

THREE DRS FAMILY RESOURCE CTR,



22/23 Greenane Drive, Tipperary, Co.

Tipperary, E34 EE39



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/07/2025



20/08/2025

## 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 AT THE THREE DRIVES FRC, GRENANE DRIVE, TIPPERARY TOWN

### 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

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The duties include the following:

Meeting and Greeting visitors to the centre.

Answering telephone calls and recording messages.

Processing enquiries for all services and programmes at the centre.

General admin and secretarial duties as required including photocopying, typing letters, posters etc.

Supporting and promoting the work of the centre.

All duties as they may arise.

All duties as expected with a Front Office post.

- **Sector:** human health and social work activities