



The Fingal ICTU Centre for the Unemployed



#CES-2401983



MELLOW SPG CHILD DEV CTR, Mellows
Road, Finglas West, Dublin 11, D11 K250



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/08/2025



01/10/2025

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](#)



Open your camera app & point here to view this ad online



Receptionist (Mellow Springs Childcare)

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.

Provide a friendly welcome to all phone and personal callers to Mellow spring;

Monitor arrivals to the Centre;

Deal with all incoming telephone calls, determine need, provide relevant information or refer to appropriate staff member;

Keep record of all calls;

Take messages, if people are not available to take phone calls; Message should contain, date & time of caller message;

Collect, record and monitor crèche fees from parents/guardians;

Record incoming and outgoing post on daily basis;

Updating and maintaining of filing system;

Photocopying /laminating;

Ordering stationery and office supplies when necessary;

Ordering food and cleaning supplies.(lists from cook/cleaner);

Assist in room booking and making client appointment where appropriate;

Keep reception area & desk neat and clean at all times;

Check and lock up rooms adjoining reception;

Co-ordinate special events with Administrator and relevant staff members;

Any other duties which may be assigned from time to time.

Morning 9a.m.-1p.m. - Afternoon 1p.m.-5p.m.

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