



ST. HELENA'S FAMILY RESOURCE CENTRE

LIMITED



#CES-2402438



F.A.S.T., Wellmount Road, Finglas, Dublin 11,

D11 WC89



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/07/2025



05/09/2025

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 - FAST

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.

Duties will include: Answering and directing phone calls to the relevant person, Meeting and greeting visitors and clients to the Centre in a professional and friendly manner, Sorting and distributing post to the relevant department, Photocopying, Faxing, Emailing, and some typing. Keeping database up to date. Other reception duties as required by the Office Manager.

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