



CONGRESS INFORMATION AND
OPPORTUNITY CENTRE CLG



#CES-2403049



Ennis, Co. Clare,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/07/2025



28/08/2025

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 (Mid West Simon)

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.

Answering the main telephone number of the Mid West Simon Community. This involves either directly answering the query or transferring the caller to a relevant staff member (appropriate training will be provided)

- Keeping a log of all telephone calls received
- Managing the general email inbox of the Mid West Simon Community (reception@mwsimon.ie) . This involves either directly answering the emails or transferring them to a relevant staff member (appropriate training will be provided)
- Accessing the telephone system to recover voicemail messages from the previous day, taking note of the messages and dealing with them appropriately
- Greeting and assisting members of the public/others who physically come into the office
- Taking donations (over the phone and in person) – using the “Sumup” payment solution
- Ensuring that the general reception area is kept clean and tidy at all times
- Working closely with the EA to the CEO
- Keyholder: opening and closing the office (there is a total of 4 staff in the Ennis office, it can happen that all staff are not on the site on any given day)
- Giving administrative support where needed (as directed by the CFO)

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