



CONGRESS INFORMATION AND
OPPORTUNITY CENTRE CLG



#CES-2403119



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 (Clare Immigrant Support Centre)

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.

Reception Duties:

Ensure all staff, clients and visitors are made to feel welcome.

Answer, screen, and forward incoming phone calls to appropriate staff.

Ensure all visitors and staff signs the appropriate sign In book on arrival.

Take delivery of post and distribute post to staff, ensuring all outgoing post is posted each day.

Deal with all enquiries at the desk in a cordial and professional manner.

Keep the reception area in order.

Oversee the Stationery orders.

Manage petty cash.

Administrative Duties:

Support the team in managing the administrative process and providing potential clients with information.

Carry out a range of routine clerical activities such as sending out information packs, photocopying, typing letters / e-mails, filing documents, and taking minutes of meetings and other such duties, when requested by the management.

Ensure that all administrative duties are carried out in accordance with the required timelines.

Update electronic records on the database system.

Assist with funding applications and returns.

Undertake your role in a professional manner maintaining a high-quality standard of work, and work in accordance with the values of the Clare Immigrant Support Centre.

The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility is required from time to time.

Desirable Requirements:

Has communication and listening skills.

Have organisational, prioritising and time management skills.

Ability to deal with sensitive issues while maintaining confidentiality.

Enjoys working with people, is approachable and warm and friendly

Applicant must have good command of the English language, spoken and written

Willingness to work as part of a wider team.

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