THE LEIXLIP AMENITIES GROUP LIMITED

#CES-2404595

LEIXLIP AMENITY CENTRE, Station Road, Leixlip, Co. Kildare, W23 R942

No of positions : 3

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**

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

Reception - Customer Service Agent

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.

 The Reception role involves, supporting customer queries, booking pitches, maintaining hygiene in the centre

-A good Telephone Manner

-Good communication & listening skills

-A flexible attitude to teamwork

-Openness to learning & skills development in Reception & Customer Service.

-A friendly manner to support members of the Leisure centre.

-Commitment to supporting health & safety as part of the team

-Hourly health & safety checks around the centre

-Some experience / familiarity with Microsoft office would helpful, but full training can be given

-support will be given to explore career, training, and employment options.

-Support if childcare is a consideration.

Garda vetting is required for this role. Support given to apply for vetting.

All staff have free gym membership

- **Sector:** other service activities