



Dr. Stevens Resource Centre



#CES-2405488

DR. STEVENS RESOURCE CENTRE,



Irishtown Central, Athlone, Co. Westmeath,
N37 Y9N9



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



18/07/2025



29/08/2025

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](#)



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



secretary/typist

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.

Meet and greet clients / customers / visitors / delivery personnel.

Answer telephone, address requests and / or transfer to correct staff member. Record calls taken and received.

Record and distribute post received.

Provide an efficient and accurate typing service to the general public - record details, set time frame for completion.

Interview and offer assistance to customers in compiling CVs, jobs applications, letters, etc.

Proofread typing with colleague, consult with client and amend as required.

Carry out any required photocopying, scanning, printing or emailing.

Liaise with administrator to ensure adequate stationary supplies are in stock.

Ensure smooth handover with next shift by informing them of any outstanding issues.

Accept monies and receipt same; record takings / returns in appropriate ledger.

Balance cash book at end of day.

Undertake any training as requested by Supervisor, especially in relation to work title.

- **Sector:** education