



Breffni Community Employment Ltd



#CES-2407664



CITIZENS INFO, Elm House, Kinnypottle,
Cavan, Co. Cavan, H12 A8H7



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



18/08/2025



29/09/2025

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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Clerical/Receptionist in Citizen's Information Cavan

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.

- Meeting & greeting clients/customers in a warm, friendly manner.
- Booking meetings.
- Receiving and distributing mail.
- Screening, answering and forwarding telephone calls.
- Ensuring the reception area is kept neat and tidy.
- Ensuring adequate supply of publications, information leaflets and application forms are available.
- Assisting information officers and volunteers in dealing with queries and recording same on system
- Maintain administration systems and undertake the routine admin work of the centre when required.

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