



East Wall CE Sean O'Casey



#CES-2408273



18_26 Saint Mary's Road North, East Wall,
Dublin 3, D03 AY74



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/08/2025



01/10/2025

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 - CE Scheme - East Wall Sean O'Casey

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.

The East Wall CE Sean O'Casey are seeking two receptionists to join our team. Computer experience is required. On the job training will be provided. This is a community employment vacancy. To apply please contact your local Intreo office.

The working hours will be covered over three shifts:

09:00 to 13:00;

13:00 to 17:00;

17:00 to 21:00.

Duties:

- Meeting and greeting clients
- Dealing with customer queries
- Switchboard, photocopying, scanning documents
- Updating and maintaining computer records and recording payments.
- Cash payments and balancing the till at the end of your shift.
- Serving in the coffee dock when needed.

If you would like more information about the job role, please contact Barbara on 018509000 or email barbara@eastwallceseandocasey.com

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