



The Liberties Community Project (SICCDA)



#CES-2415341



90 Meath Street, Dublin 8, D08 TPH9



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/10/2025



18/11/2025

## 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



## Receptionist - The Liberties Community Project

### 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.

Duties:

First point of contact for visitors to The Liberties Community Project

Representing the organisation in a friendly and professional manner

Updating and maintaining information on internal and external noticeboards

Operating a switchboard and transferring calls to the appropriate staff member

Responsible for Room Bookings

Providing Admin Support to team

Typing documents and designing posters/flyers

Scanning, filing, photocopying, and shredding documents/files

Distributing post to Staff and Board members

Ordering stationary and office equipment

Liaising with suppliers

Providing information to visitors and dealing with enquiries from the general public

Please contact your local DSP Employment Services/Intreo Office to check your eligibility

For further information please contact The Liberties Community Project Reception on 01-4536098 or email [Mmoyne@thelibertiescommunityproject.ie](mailto:Mmoyne@thelibertiescommunityproject.ie)

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