



Co. Kildare Centre for Unemployed (Athy)



#CES-2415632



ATHY RESOURCE CENTRE, 20 Lwr William
St, Athy, Co. Kildare, R14 TD91



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/10/2025



20/11/2025

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](#)



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app & point here
to view this ad
online



Receptionist

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.

Assist with all reception and clerical duties including Typing, email and internet; answering phone calls, photocopying, greeting customers, helping customer's with all information and general office administration work as required. Attend all training as requested. Full QQI Training will be provided to support employment progression

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