



Employment, Development & Information

Centre



#CES-2415754



EDI CENTRE, 11A1 Mastertech Bus , Athlone

Rd, Longford, Co. Longford, N39 Y0F4



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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Receptionist - The Attic House

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.

To meet and greet all service users of Attic Teen House

Contributing to annual reports/ newsletters

Documenting all relevant issues/ problems

To manage all applications from events and new membership

To process all financial

To communicate and liaise with volunteers, management and staff

Attend relevant meetings and training days as requested.

You can seek eligibility at your local INTREO office - once eligibility has been confirmed please apply and forward your CV by email to: nicola.mullervy@edilongford.ie or mariemcgurran@edilongford.ie or call 0874137796

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