



Knockanrawley Resource Centre



#CES-2415935



BRÚ BORU, The Kiln, Cashel, Co. Tipperary,

E25 YE89



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/09/2025



31/10/2025

## 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 at The Bru Boru Cultural Centre, Cashel, Co. Tipperary

### 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.

The duties include the following:

Meeting and Greeting visitors to the centre.

Answering telephone calls and recording messages.

Processing enquiries and bookings for all shows and activities.

Taking Room Hire bookings for the facilities available at the centre.

General administrative and secretarial duties as required including photocopying, typing letters, posters etc.

Supporting and promoting the work of the centre.

All duties as they may arise.

All duties as expected with a Front Office post.

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