



Clonmel Community Network CLG



#CES-2416104

CLONMEL COMM RESOURCE CTR, Clonmel



Comm Resourc, Kickham St, Clonmel, Co.

Tipperary, E91 P2N5



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/10/2025



24/11/2025

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, Clonmel Community Resource Centre

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.

Provide an efficient and friendly contact point for customers. Assess what service the customer needs and respond appropriately. Provide administration support services as required to the team. Meet and greet customers, answer phone, record and relay messages, maintain a clean and welcoming environment, set up meeting rooms as and when required.

Form more information or to apply for this position please email ccnclg@gmail.com

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