



Letterkenny Community Centre CLG



#CES-2420568

LETTERKENNY COMMUNITY CENTRE,



Pearse Road, Letterkenny, Co. Donegal, F92
K060



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/11/2025



24/12/2025

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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Afternoon/Evening Receptionist - CE Scheme - Letterkenny Community 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.

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.

Main responsibilities include: Administration Duties; General Reception and Frontline Office Duties, Use of Computerised Booking and Point of Sale System and General Cleaning Duties.

Applicants must supply suitable character references and be prepared to complete a Garda vetting application form.

This vacancy is for afternoon/evening hours.

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