



CARLOW REGIONAL YOUTH SERVICES

LIMITED



#CES-2423147

CARLOW REGIONAL YOUTH SERVICES,



Montgomery House, Athy Road, Carlow, Co.

Carlow, R93 KD52



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/01/2026



20/02/2026

## 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

### 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.

To cover reception at CRYs head office, carrying out all necessary office duties : typing, database, spreadsheets, excel, bank reconciliations,photocopying, ordering stock, handling cash, dealing with the public etc... Knowledge of computers and general office skills desirable.

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