



Arra Development Co



#CES-2424360



Citizen Information, Gortboy, Newcastle West,
Co. Limerick, V42 WT20



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/08/2026



08/10/2026

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 and Information Provider- Citizen Information

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.

Reporting to the onsite Information Officer on a day-to-day basis and the Development Manager.

First point of contact for members of the public who get in touch by phone, by email and by person.

Presenting a welcoming and professional response to clients

Managing a busy drop in service

Take appointments

Manage emails/record keeping

Participate in all staff meetings

The direct delivery of information, advice to members of the public once trained

Contact Supervisor for more details-Tina 087 9758873

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