



Turas Training Ltd



#CES-2424584



TURAS, Unit C1, Bluebell Bus Ctr, Dublin 12,
D12 KP22



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/12/2025



23/01/2026

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.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

The position will be in the above area.

Duties will include:

Job Specification:

Knowledge of office policies and procedures desirable.

Knowledge of computer applications desirable.

Ability in telephone techniques desirable.

Be friendly, respectful, honest and trustworthy

Understand confidentiality and boundaries

Be reliable and punctual

Duties and responsibilities:

Answer telephone with professional courtesy

Ability to use computer applications, photocopier, fax and answering machine desirable.

To issue stationary when required

Knowledge of filing system and accurate record keeping desirable.

Ability to arrange events and meetings desirable.

Checking stock supplies pertinent to work

Knowledge of general office duties desirable.

Attend training when required

Any other duties assigned by Line Manager/Management Team

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