



Moate Heritage Co CLG



#CES-2427253



DÚN NA SÍ HERITAGE CENTRE,



Knockdomney, Moate, Co. Westmeath, N37



XW31



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/01/2026



17/02/2026

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](#)



Open your camera app & point here to view this ad online



Receptionist / Office Worker - Dun Na Si Heritage Centre, Moate

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.

Located at the Dun Na Si Heritage Centre, Moate. Deal with clients/visitor queries and bookings; respond quickly to phonecalls and ensure message follow-up; be able to multi-task, pay attention to detail, have a positive attitude, be dependable and must be flexible. An interest in community, heritage and local history would be an advantage. Some knowledge of MS Word, Excel, Outlook and digital skills preferable.

Contact the CE Supervisor - Moira O'Connor, Moate Heritage Co CLG, Dun Na Si Heritage Centre, Moate. Email: moiraoc@dunnasi.ie Tel: 090 6481183.

To find out more please view the CE Information VIDEO by typing 'Community Employment video' in the Google search engine.

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