



Fatima community employment scheme



#CES-2427846



FATIMA COMMUNITY GROUP, 3 Reuben

Plaza, Rialto, Dublin 8, D08 PV0H



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/01/2026



19/02/2026

## 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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## Evening 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.

Working in the F2 Centre. Answering phone, taking and forwarding messages and dealing with queries and questions. Meeting and greeting the public and directing them to relevant areas in the building.

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