



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

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



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