



- Coolock Development Council (CE Scheme)
- #CES-2428152
- Coolock Development Centre, Bunratty Drive, Coolock, Dublin 17, D17 WP30
- No of positions : 1
- Community Employment Programme
- 19.5 hours per week
- [Community Employment Programme Rates](#)
- 12/01/2026
- 23/02/2026

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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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 CDC answering phone, dealing with public, typing, word processing, photocopying, sorting post, dealing with deliveries. Other duties as they arise. Participant will be training towards a major award.

- **Sector:** other service activities