



 Department of Social Protection

 #JOB-2430865

 Bray, Co. Wicklow,

 No of positions : 1

 Paid Position

 35 hours per week

 565.75 Euro Weekly

 26/01/2026

 23/02/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [bray@welfare.ie](mailto:bray@welfare.ie)



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



## Service Officer

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Full Job Description \* The Role

The role of the Service Officer is to support the core business functions of the Department through a diverse range of duties. These duties typically cover shared or common areas of the building and specific duties that would not typically fall within the core functions of business areas. The role is an important one as frequently the first point of contact a customer, client or visitor has with the Department is with the Service Officer on duty at Reception and is at the core to the facilities management of government offices.

Duties carried out by Service Officers (SVO) include, but are not limited to:

- Facilitate the smooth running of reception areas, entrance areas and public floor in a prompt and courteous manner
- Deliver, sort, distribute and collect post/files/documents, including the franking of post, if required
- SVOs will provide security for the Department's buildings, grounds and car parks, building contents and the Department's staff and clients. Their duties may be internal or external but generally are reception-based or patrolling the entrance and public area of offices (but not limited to these);
- Sign in visitors and direct them to their destination.
- Respond to emails (basic computer skills will be required)

Key-holder duties:

- SVOs with these duties will be responsible for ensuring that they hold a complete up to date set of keys for the building to which they are assigned (an allowance is paid for this duty).
- Opening and closing of buildings before and after the arrival and departure of staff including

lock up procedures. SVOs may be required to open and close building at specified times and may be

at short notice.

- Ensure that all exits, doors and windows are properly secured.
- Operate the alarm systems.
- Respond to alarm activation or other incident arising from CCTV/Alarm monitoring.
- Security relating to the transportation/movement of State Documents.
- Screening visitors/members of the public prior to entering the building.
- It is important that members of the public can immediately recognise the presence of security via uniformed Service Officers.
- Respond to Fire and Emergencies efficiently and safely within the terms of the health and safety plan.
- Respond to incidences of threats and violence in the Department's building including early intervention to prevent the situation escalating within the terms of the health and safety plan

#### General Duties

- Van driving as required
- Office support activities as agreed
- Monitoring upkeep of the building and reporting items for maintenance or attention
- Operation of office equipment/machines including printing machines, as required
- Accepting deliveries, unpacking and storage of supplies, and arranging for disposal of obsolete materials and distribution of supplies to all sections.

  

- **Sector:** other service activities

#### **Career Level**

- Entry Level