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 Southside Travellers Action Group

 #CES-2431263

 SOUTHSIDE TRAVELLERS ACTION GR, Unit 4-6, St Kieran's Ent Ctr, Dublin 18, D18 Y972

 No of positions : 1

 Community Employment Programme

 19.5 hours per week

 [Community Employment Programme Rates](#)

 17/01/2026

 28/02/2026

## 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.

Southside Travellers Action Group is seeking a reliable and professional receptionist to join our team. In this role, you will be responsible for providing excellent customer service and managing various administrative duties to support the smooth operation of our organisation.

#### Key Responsibilities:

Maintain punctual attendance, working 19.5 hours per week

Sign the attendance sheet daily

Greet and welcome visitors promptly upon their arrival

Direct visitors to the appropriate person or office

Answer, screen, and forward incoming phone calls

Provide basic and accurate information to visitors, callers, and email inquiries

Ensure the reception area is tidy, presentable, and well-stocked with necessary stationery and materials

Receive, sort, and distribute daily mail and deliveries

Update calendars and schedule meetings

Perform other clerical and receptionist duties such as filing and photocopying

Maintain confidentiality of sensitive information

Comply with all health and safety policies

Maintain office security by following safety procedures and controlling access via the reception desk

Participate in planning meetings, team meetings, and continuing education sessions

Carry out any other responsibilities assigned by the supervisor or line manager

Required Skills and Qualifications:

Excellent communication and interpersonal skills

Strong organizational and time management abilities

Proficient in using office equipment and software (e.g., Microsoft Office)

Ability to work independently and as part of a team

Commitment to providing exceptional customer service

Willingness to learn and grow within the role

If you possess the necessary skills and experience, and are eager to contribute to the Southside Travellers Action Group, we encourage you to apply for this Receptionist position.

- **Sector:** human health and social work activities