



NTDC



#CES-2431853



N TIPPERARY DEV COMPANY, Main Street,
Roscrea, Co. Tipperary, E53 XP82



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/01/2026



13/03/2026

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/ Administrator

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.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

This is a developmental role and no previous experience is required. Duties include the following:

- Maintaining reception area to company standard
- Dealing with client/customer queries both in person and on the phone
- Managing visitors book in and out
- Ensuring messages are taken competently and forwarded to those concerned.
- Responsible for post mail in and out & incoming email information
- Typing and distributing any letters/Memos as requested by supervisor.
- Sending emails as requested.
- Ordering office supplies & receiving goods, ensuring they are correctly dispatched internally.
- Keeping up-to-date copies of all admin documents as required at reception
- Emailing, shredding, Photocopying
- Faxing & filing as required.

- **Sector:** other service activities