



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

## 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.

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.

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



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