



Galway Rural Development Ltd company



#CES-2433755



GALWAY RURAL DEV CO. LTD., 34 Dunlo
Street, Ballinasloe, Co. Galway, H53 F2Y2



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/02/2026



26/03/2026

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 (General)

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.

Accountable for the reception area at Galway Rural Development- Ballinasloe office. Serving as the initial point of contact for clients and customers. Welcome and greet guests, relay information, address inquiries, guide visitors, and manage mail.

Set up meeting rooms for training sessions and other events.

Ensure a clean and organised workplace and communal areas.

Provide clerical support to GRD staff and the local community groups.

Eligibility criteria are 1 year or more on a social welfare (DSP) payment. Alternatively, over 50 and signing for credits for 1 year or more. Contact 087 13 24 723 for more information or your local INTREO case officer.

- **Sector:** information and communication