



Mercy Family Centre



#CES-2438394



MERCY FAMILY CENTRE, Brown Street

South, Dublin 8, D08 W6Y0



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/03/2026



24/04/2026

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 - Mercy Family Centre

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

This is a great opportunity. No experience necessary.

We are a lively Family Centre looking for Receptionist.

Looking for someone friendly who will welcome visitors, answer telephone calls, forward messages and organise information connected to the reception.

Free training is part of this role.

The position will be in the above area. For further information contact Femi, on (01) 454 3713 or email: cescheme@mercyfamilycentre.com

- **Sector:** administrative and support service activities