



Irish Wheelchair Association



#CES-2438523



IWA Carlow, Co. Carlow,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/05/2026



23/06/2026

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/Admin Position

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.

A knowledge of computer packages would be an advantage, but it's not essential as full training will be provided. This role is based at the Irish Wheelchair Association in Carlow and offers an exciting opportunity for a caring, energetic, compassionate, creative, and reliable individual to join a dedicated team.

Key Responsibilities

1. Provide front desk support, including reception duties and maintaining up to date booking diaries, invoices, and related records
2. Welcome and assist visitors and service members attending the Irish Wheelchair Association
3. Set up and prepare rooms for training sessions and events
4. Use the SDOM and CRM systems
5. Help maintain a clean and welcoming environment by supporting the cleaning and upkeep of the building
6. Work closely with the Centre Co ordinator and the wider team to ensure adherence to all organisational policies and procedures
7. Carry out any other duties as required by the Centre Co ordinator

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