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Intreo

Naas Area Community Employment Scheme

#CES-2440760

Naas, Co. Kildare,

No of positions : 1

Community Employment Programme

19.5 hours per week

Community Employment Programme Rates

17/03/2026

28/04/2026

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

Open your camera app & point here to view this ad online

Office Administration

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.

General Reception and office duties:

Answering and dealing with all incoming telephone calls, including transferring calls to relevant members of staff and keeping a record of all messages received. Meeting, greeting and directing members of the public. Organising appointments and meetings. Managing incoming and outgoing post.

This position is suited to a person that is looking to commence a career as a receptionist, or gain further experience in this position. Training and accredited courses will be provided to help you upskill and gain qualifications in this chosen area of work.

For further information regarding this position please contact your local Intreo.

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