



Westmeath Community Development Ltd



#CES-2442671



Mullingar E.T.I Centre, Mullingar Business Park, Mullingar, Co. Westmeath, N91 X012



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/04/2026



25/05/2026

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



Receptionist/Administrator/MABS

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.

Receptionist with Administration Information Provision in Westmeath Citizens Information Service

Key Duties:

Manage Telephone System and Telephone Queries

Screen all clients on arrival to determine needs

Delivery of local information and referral to local services at point of contact with clients

Data recording and reporting on internal systems

Manage Post in\Post out System

Manage Meeting Room Bookings

Track Incidents, Accidents, Complaints and Compliments

Liaise with other services within the Centre (National Advocacy Service; MABS; CIC The Law Centre)

Manage Office and Canteen Supplies

Provide reception cover to monthly free legal advice clinic (on rota basis)

Minute Resource Meetings

Point of Contact for all volunteers with particular regard to weekly rotas

Support to Administrator and Development Manager as required

Manage Information Leaflet Supply

Ensure Centre is clean, tidy and stocked with relevant and up to date current material and supplies

Track all Action Points using front of house systems provided

Manage Client Expectations and provide a professional first point of contact with the Service

Essential Education Qualifications and Attainments:

Good general level of education

Admin/Office Work/IT document production Knowledge of Word & Excel

ECDL

Essential Knowledge, Skills and Experience:

Telephone skills

Knowledge of wide range of document production

Knowledge of and skills in maintaining records/files, minute taking

Experience in working as a member of a team

Dealing directly with customer matters

Arranging events, meetings

Excellent Organisational skills

Good communication skills including ability to deal with a wide range of customer needs

Ability to work on own initiative and prioritise own work to meet agreed objectives

Ability to work as part of a team

- **Sector:** information and communication