



Star Project Ballymun



#CES-2443145



THE STAR PROJECT, Horizon Centre,
Balcurris Road, Dublin 11, D11 X2EP



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/04/2026



27/05/2026

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](#)



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CE Receptionist

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.

STAR Project Ballymun is a Drug & Alcohol Rehabilitation Programme, Easy Street Outreach Team & Family Support Service based in Ballymun.

STAR are seeking through CE scheme an Office Receptionist to provide reception & administrative support.

Overall purpose of the position:

- Be the first point of contact between The STAR Project and the public and to direct in a positive and professional manner all personal and telephone callers to staff members and service areas within STAR
- Provide reception and office administration support and to work under the direction of the CE Supervisors, Project Manager and the staff team in relation to supporting the project's administration needs

The role will include the following duties:

- Meet and greet visitors on their arrival in a welcoming manner. Answer general enquires. Announce visitors / clients and refer them to appropriate staff members or take messages
- Deal with incoming calls by taking appropriate action (answering general enquiries, transferring calls to relevant staff members or taking messages and notes, ensure that messages are given to the appropriate staff members)
- General administrative and office duties (eg filing, photocopying, scanning, word processing,

database input etc.)

- Distribute incoming mail and post outgoing mail
- Maintain and update attendance and day to day records of participants, maintain participants and visitors sign in sheets
- Carry out light household duties when required and observe / maintain necessary supplies (stationery, kitchen & bathroom)
- Work in conjunction with the CE Supervisors, Project Manager and the staff team as an effective and supportive team member
- Attend any relevant and approved training to comply with CE scheme requirements to support one's personal and professional development and progression. Training will be identified through the Individual Learner Plan. (There are a range of recognised QQI Awards or industry equivalent qualifications available to CE participants)
- Attend staff team meetings and supervisions as required
- From time to time to undertake any other duties and tasks assigned by the CE Supervisors and the Project Manager as required

Skills & Abilities:

- Competent computer literacy skills
- Good communication skills to deal with the public, staff and participants
- Excellent and polite telephone manner. Ability to deal with and respond to telephone queries
- Ability to manage and prioritise tasks efficiently and effectively. Proactive and positive approach.
- Commitment and ability to work effectively both within a team and on own initiative where required
- Ability to work within professional boundaries with a support and training, to be confidential and non-judgemental
- Be willing to upskill and attend training to enhance the role
- No experience necessary

Person Specification: This post may be suitable to someone in recovery or who has an understanding and interest in working in the area of substance use & community development

- **Sector:** human health and social work activities