



IWA Ennis



#CES-2443442

IRISH WHEELCHAIR ASSOCIATION,



Abbeyfield Centre, Francis St, Ennis, Co.

Clare, V95 A6RN



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/04/2026



29/05/2026

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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Receptionist/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.

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.

Please contact James Corbett on 0857330657 or email james.corbett@iwa.ie for more information if you are interested.

This is a developmental opportunity offering you, the participant, valuable training and experience to help secure employment on completion of your time on the CE Scheme. You will work within a team environment, with the support of the IWA Co-Ordinator, CE Supervisor, Mentor and Core staff. You will assist and part-take in work carried out by the IWA in its provision of services to persons with physical disabilities, to help them achieve full social, economic and educational inclusion and integration into their communities and society. These services are provided through our Resource & Outreach Centres (ROC) nationally.

You will be required to assist with tasks/duties as may be deemed necessary for the successful implementation of this service.

MAIN DUTIES & RESPONSIBILITIES:

- Meet and greet visitors to the IWA centre in a friendly, polite and courteous manner.
- Deal with incoming/outgoing calls in a friendly and efficient manner by taking appropriate action (answering queries, transferring calls, taking correct messages and ensuring follow up as needed).
- Maintain a good telephone and customer care manner at all times.

- Basic computer skills: create/delete folders and files. Word processing: produce documents to acceptable standards; maintain computer files & documents in an orderly manner. Internet & E-mail: access internet/e-mail as needed. Printing documents as appropriate.
- Open incoming post, date stamp all items and log as appropriate. Sort items for delivery to relevant persons. Address and stamp items for dispatch. Post items at the end of each day.
- Use photocopying machine correctly for task in hand (stapling, collating, enlarging, etc).
Maintain adequate supplies of stationery and replenish when necessary.
- Correctly place soft documents into appropriate files/folders. Maintain files in proper order.
Maintain records of where files are located. Maintain security of files.
- Maintain Reception and work area in a clean and tidy manner at all times. Empty waste bins as needed. Shred all confidential documents as required. Empty shredding bag as needed.
- Take members contributions when Day Centre in operation and enter into appropriate ledger.
- Maintain cash in locked cash box and in a secure place.
- Prepare weekly lodgement of member's contributions.
- Check Room Bookings Diary daily.
- Set up for training/meetings as needed (ensure clean and tidy with adequate supplies).
- Maintain Health & Safety standards at all times.
- Maintain confidentiality in all matters.
- Administration duties to be carried out as delegated to you.
- Carry out any other duties relevant to this position as assigned.

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