



DUNDALK CE CHILDCARE PROJECT

LIMITED



#CES-2443959



LOUTH COUNTY CHILD CARE, Unit 4, Oriel

Hub, Finnabair Ind Est, Co. Louth, A91 HR99



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/04/2026



02/06/2026

## 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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## Administration / 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.

Answering and or transferring calls to the main telephone line and forwarding emails. Greet visitors and manage general reception duties. Provide general administrative support to the team, order and monitor office supplies, input and update data on the internal system. Maintain accurate records, databases and spreadsheets. Assist with Louth County Childcare Committee media accounts and creation of content alongside Manager and Programme Officer with responsibility for Data Management. Provide holiday cover for Programme Officer, adhere to office protocols, participate with all communication structures in use i.e. TEAMS. Participate in Staff meetings and training inputs for staff and adhere to all policies of Louth County Childcare Committee. Ensure confidentiality and GDPR compliance at all times and undertake any other relevant duties assigned to you from time to time.

- **Sector:** education