



COMMUNITY SUPPORT SERVICES

BLANCHARDSTOWN CLG



#CES-2445935



BASE ENTERPRISE CENTRE, Ladyswell

Road, Mulhuddart, Dublin 15, D15



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



05/05/2026



16/06/2026

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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Receptionist - CE Scheme

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.

People person with good communication skills. This position is a flexible position which is 1 week of morning and 1 week of afternoons. Receptionists are responsible for the reception area of a business. They answer the phone, greet guests, pass information, respond to inquiries and instruct visitors. They are the first point of contact for clients and customers.

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