



LAOIS COMMUNITY AND ENTERPRISE  
DEVELOPMENT COMPANY LIMITED



#CES-2447841



LAOIS PARTNERSHIP COMPANY, New  
Road, Portlaoise, Co. Laois, R32 VY22



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/05/2026



22/06/2026

## 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](#)



Open your camera app & point here to view this ad online



## Office Administrator / 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.

Receptionist, 19.5 hours per week

Laois Partnership Company Head Office, New Road, Portlaoise, R32 VY22

#### DUTIES AND RESPONSIBILITIES

Primary Duties and Responsibilities:

Good command of the English language is a requirement for this role

Answering the phone in a timely manner

Direct calls through the switchboard to the relevant extension

Emailing messages when extension busy

Checking and directing incoming emails

Follow up on email correspondence.

Greeting clients and visitors to the building ensuring they sign the visitors' book

Deal with clients in a professional manner

Maintaining the general reception area

Essential:

Skilled in the use of Microsoft Office suite products (Outlook, Excel, and Word)

Adherence to client confidentiality and Data Protection legislation

Excellent communication skills, be a team player and able to work on own initiative.

Ability to be flexible when required have a "can do" attitude.

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

