



Youth Work Ireland: North Connaught



#CES-2448493



Manorhamilton, Co. Leitrim,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/05/2026



25/06/2026

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



Receptionist/Administrative Assistant - Youth Hub Manorhamilton Co. Leitrim

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.

Job Title: Receptionist/Admin Assistant (Community Employment Scheme)

Location: Youth Hub Manorhamilton Co. Leitrim

Accountable to: Community Employment Supervisor

The employment of the Receptionist position is on a part time basis and expected to be 5 days per week totalling 19.5 hours per week. The intended times will be decided by the Community Employment Supervisor & CEO

Youth Work Ireland North Connaught Community Employment Scheme is a project funded by the Department of Social Protection in which employs participants to work within its own services and with other community-based organisations in Sligo Town.

- Responding to queries from the general public, both in person and via telephone, and providing administrative support such as printing, laminating, and scanning documents.
- Carrying out receptionist duties, including handling telephone enquiries, room bookings, taking messages and directing them to the appropriate staff member.
- Processing cash transactions and accurately recording them on the cash sheet.
- Monitoring the reception email account and responding to enquiries in a timely manner, monitor room booking diary and ensure no overlaps or missed bookings.

- Managing and updating social media platforms with upcoming events and relevant information.
- Assisting in maintaining the cleanliness and presentation of the reception and all common areas.
- Supporting the Caretaker and other NCYCS staff with organisational and operational tasks as required, including room setup and clear-down, as well as general office support.
- Assisting with light cleaning duties and contributing to the overall upkeep and maintenance of the building when required including but not limited to hoovering/mopping/bins/toilets.
- There may be a requirement to open and close the building as part of the role.
- Participating in ongoing training related to customer service, IT systems/software, and reception/administration skills.
- Reporting any maintenance issues or instances of antisocial behaviour to NCYCS management.
- Monitoring stationery supplies and notifying management when replenishment is required.

It is expected that all staff will understand that the work is confidential and that all personal details about clients and other staff members must not be divulged to members of the public.

Garda Clearance and (Police Check if applicable) will be sought and two references will be required.

For more information please contact Orla on orlakelly@ncycs.ie or call 071 9144150

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