



ST. JOSEPH'S COMMUNITY EMPLOYMENT



DEVELOPMENT PROGRAMME (C.E.D.P.)

LIMITED



#CES-2449565

ENTERPRISING MONAGHAN, Unit 9, M-Tek



1, Armagh Road, Monaghan, Co. Monaghan,

H18 ET82



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/05/2026



02/07/2026

## 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

### 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.

- Operating reception area, through customer service, telephony, IT /email management, data input, incoming/outgoing post.
- Query processing /handling/recording on system/follow up.
- Document preparation for customers/meetings/training including typing, photocopying, collating, scanning.
- Attending work related training and community education events.
- General duties assigned from time to time.
  
- **Sector:** administrative and support service activities