



Famili Base



#CES-2450044



FAMILIBASE, Blackditch Road, Ballyfermot,

Dublin 10, D10 F439



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/05/2026



06/07/2026

## 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.

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.

#### Main duties/responsibilities:

Providing efficient and professional cover at reception;

Greeting and assisting visitors;

Dealing with telephone enquiries

Organising couriers and taxis

Maintaining the reception area at all times;

Assisting the Finance team with tasks, including receipt management for programme costs

Sorting and distribution of incoming mail daily;

Managing sorting, franking and delivery of outgoing mail,

Management of the organisation's general email account;

Tracking office stationery and working to maintain adequate office supplies;

Managing meeting room booking requirements & liaising with building tenants on same;

Assisting with the building's facilities management;

Typing and general administration duties;

Any other administrative tasks as required, from time to time in addition to or in lieu of the above.

#### Requirements

A professional approach to all aspects of work, reflected in attitude

Very good interpersonal skills and work output.

Flexibility in working hours (morning/afternoon)

Knowledge of Microsoft word and excel will be desirable

A flexible attitude to work and an affinity with the work of a child, young person and family centered organisation

Good writing skills

- **Sector:** other service activities