



RATHCOOLE COMMUNITY COUNCIL

COMPANY LIMITED BY GUARANTEE



#CES-2450415



Main Street, Rathcoole, Co. Dublin,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/05/2026



08/07/2026

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](#)



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



Receptionist & General Assistant

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.

Duties include carrying out all administration and reception requirements of the centre. Dealing with callers to the reception, general public queries, switchboard operations and diary management.

In addition, room organisation and set up, cleaning and household duties and stock control.

All general daily tasks necessary to maintain the function rooms, meeting rooms, canteens, sports halls, offices and reception areas throughout the buildings.

Applicants will be required to work some afternoons, evenings and/or weekends.

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