



Longford Town Suburbs Project CLG



#CES-2451255



COUNTY LONGFORD SPORTS & LEIS , The
Mall, Templemichael Glebe, Co. Longford, N39
KP30



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/08/2026



17/09/2026

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

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.

The sponsoring group for this scheme is Longford Town Suburbs CLG but the sub sponsor is North Longford Citizens Information Centre where the participant will be based.

Purpose of the Role:

To provide reception cover, assisting personal callers presenting at the Centre and answering telephone calls.

Main Duties:

- Greet callers presenting to the drop-in service;
- Answer the telephone; enter messages into the Call Back System;
- Ensure adequate supply of current/up to date application forms, publications, leaflets;
- Assist Information Officers, where necessary;
- Dealing with ingoing/outgoing post;
- Comply with all North Leinster Citizens Information Service Policies & Procedures; Maintain confidentiality at all times;
- Ensure the daily Reception duties are carried out in a professional manner. At all times, ensure that callers are dealt with sensitively and in a non-judgmental manner.
- Complete clerical/administrative duties as requested;
- Attend Team meetings & relevant training/Regional events;

Essential Skills, Knowledge & Experience:

- Ability to communicate in English both orally and in written format;
- Knowledge of using Microsoft Word, Excel and Outlook/Office 365.

Training & Support

- On the job training/induction provided;
- Day to day supervision by the Development Manager/Administrator/CE Supervisor

***If you are interested in this position, please contact Annemarie Campbell Community Employment Supervisor on 086 3497101 or annemarie.campbell@longfordtownsuburbs.ie

A video on CE can be seen in the "What's Going On" section of the Jobs Ireland website, www.jobsireland.ie

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