



DTEN Community Employment Project CLG



#CES-2452714



MABS, Ballyfermot Comm Civ, Ballyfermot
Road, Dublin 10, D10 T042



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/06/2026



22/07/2026

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

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.

Switchboard operation; Answering phones and recording details for a follow up consultation with MABS staff.

Photo copying

Dealing directly with clients at reception and managing the appointments.

Undertaken MABS client assessment.

Operating new appointments system with MABS staff.

Supporting staff in the Interview rooms as require

Inputting information into MABS data collection systems;

E filing client records

Checking Ballyfermot@mabs.ie emails account.

Logging ingoing and outgoing post. Scanning incoming post to relevant staff member and keeping record of same.

Reporting Social Policy issues to the Service Delivery Manager.

Duties, such as mail shots, recording, collecting customer feedback (surveys, comment cards etc);

Assisting and supporting the Service Delivery Manager in relation to office work;

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