



Key Project BRILLFRC Ballybeg Waterford



#CES-2453354



THE KEY PROJECT, St Saviours Parish C,
Ballybeg, Waterford, Co. Waterford, X91 YPC4



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/06/2026



27/07/2026

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



Administration Support CE Training desk

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.

CV's to pat@brillfrc.ie or Ring on 051 350100 for more information.

Administration Duties:

Meet and greet visitors as they come into the centre & direct them to the relevant project

Answer the telephone in a professional manner, transfer calls to other staff

Take messages for any staff not available, from both telephone or personal callers.

Ensure everyone entering the building signs the daily sign in sheet on entry and exit

Produce weekly Jobs Booklet using online newspapers and internet sites -along with other colleagues- for publication to a set deadline.

Type and print client's CV's Cover Letters, Course work etc.

Keep abreast of information relevant to work issues and post this on Key Project

Facebook page & website

Maintain the noticeboards and remove any out of date items

Keep a tidy reception area

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