



St Marys Community Project Limited



#CES-2455037

OZANAM HOUSE RESOURCE CENTRE,



Ozanum House, 53 Mountjoy Sq W, Dublin,

D01 T6W6



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/06/2026



06/08/2026

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 Assistant / 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.

Duties to include -

- Reception and front of house work .
- Answering the door to callers, welcoming visitors and dealing with deliveries.
- General Administration support to Services Managers.
- Maintaining confidentiality of visitors and callers .
- Managing post.
- Email and internet – access email and the internet.
- Manage folders, send, receive, forward and retrieve emails.
- Access the internet to retrieve information.

- **Sector:** other service activities