



Navan Travellers Workshops



#CES-2455056

NAVAN TRAVELLERS WORKSHOP LTD.,



C.Y.W.S. Hall, Fair , Navan, Co. Meath, C15

D5DR



No of positions : 5



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



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.

1. Provide office support services to ensure efficiency and effectiveness within the office

Main Activities

- Greet, assist and/or direct visitors and the general public
- Receive, direct and relay telephone messages
- Direct telephone calls to the appropriate staff members
- Pick up and deliver any mail
- Open and date stamp all correspondence
- Maintain the general filing systems and file all correspondence
- Assist in the planning and preparation of meetings
- Maintain an adequate inventory of office supplies

Basic training will be provided

For registration please contact the CE Supervisor:

Ce@travellerheritage.ie

0852531149

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