



D17 TRAVELLER HORIZON COMPANY

LIMITED BY GUARANTEE



#CES-2456887



new life center , Darndale Belcamp , Dublin

17, Dublin 17, D17YP11



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/07/2026



18/08/2026

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



New Life Centre 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.

We are looking for a friendly and professional receptionist to join our team. The receptionist will be responsible for welcoming visitors, answering phone calls, and helping with general office tasks.

Responsibilities:

- Greeting visitors and directing them to the correct person
- Answering and transferring phone calls
- Managing appointments and schedules
- Handling emails and basic office administration
- Keeping the reception area clean and organised

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