



NCU CE Scheme CLG



#CES-2457020



NCU TRAINING, The Glin Centre, Glin Road,

Coolock, Dublin 17, D17 K272



No of positions : 2



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](#)



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## 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.

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### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Answering telephones, Proficient in Word and Excel. Knowledge in computers. Booking courses

- **Sector:** education