



ST. HELENA'S FAMILY RESOURCE CENTRE

LIMITED



#CES-2457248



FINGLAS W FAMILY RESOURCE CTR, Barry

Avenue, Finglas West, Dublin 11, D11 NHF4



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/07/2026



19/08/2026

## 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 Finglas West Family Resource Centre

### 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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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 will include: Answering and directing phone calls to the relevant person, Meeting and greeting visitors and clients to the Centre in a professional and friendly manner, Sorting and distributing post to the relevant department, Photocopying, Faxing, Emailing, and some typing. Keeping database up to date. Other reception duties as required by the Office Manager.

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