



BRAY COMMUNITY ALLIANCE C.E.P.

LIMITED



#CES-2457615



SAINT PETER'S PARISH HALL, Chapel Lane,

Bray, Co. Wicklow, A98 YD81



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/07/2026



21/08/2026

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 / Office Staff

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.

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Working in St, Peter's Parish Centre Littlebray booking rooms, carrying out reception duties, general office duties, filing etc. Working with a small team to provide excellent customer service

- **Sector:** other service activities