



ST.MONICA'S YOUTH RESOURCE CENTRE
LIMITED



#CES-2457829



Unit 6/7, Edenmore Sc, Raheny, Dublin 5, D05
KH36



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/07/2026



24/08/2026

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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Reception Administration Assistant (Mornings)– Coolmine EDIT

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.

Reception Administration Assistant required for Coolmine EDIT.

Duties to include managing the front desk, greeting visitors and providing administrative support to ensure a smooth and positive experience for guests and staff. This includes tasks like, answering phone calls, scheduling appointments, sorting mail, and maintaining reception area.

Some experience would be desired but not essential.

Full training and work experience will be provided.

Job related training will be provided for the opportunity to up-skill in this area. Applicants must meet CE scheme eligibility.

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