



Sophia Housing Association



#CES-2458084



Sophia Housing, 25 Cork Street, Cork Street,
Dublin 8, D08 YD91



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/07/2026



25/08/2026

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 - Cork Street, Dublin 8

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.

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.

Sophia Housing is a registered charity who exist to provide homes and support people. Our reception runs 24/7 and this person will need to be professional yet friendly as he/she meets and greets visitors and tenants alike. The duties include answering the telephone in a polite and professional manner, taking messages and passing them on. A good command of English is necessary as a reports need to be written at the end of each shift. Training will be given and QQI credited training will be organised and provided to support your future career.

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