



NTDC



#CES-2458227



Ntdc, Kickham Street, Thurles, Co. Tipperary,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/07/2026



26/08/2026

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



Reception/ Administrative Assistant - Thurles

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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This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career. Included in this position • Maintaining reception area to company standard • Dealing with client/customer queries both in person and on the phone • Managing visitors book in and out • Ensuring messages are taken competently and forwarded to those concerned. • Responsible for the room booking process for board room • Responsible for post mail in and out & incoming email information that needs to be communicated. • Typing and distributing any letters/Memos as requested by supervisor. • Sending emails as requested. • Ordering office supplies & receiving goods, ensuring they are correctly dispatched internally. • Keeping up-to-date copies of all admin documents as required at reception e.g., termination forms, etc... • Preparation of interview/ induction pack for new employees (details of what's required are on file) • Emailing, shredding, Photocopying • Faxing & filing as required. To apply, contact your local intreo office or email mt.ryan@ntdc.ie

Láimhseáiltear sa phost seo • Cothabháil an limistéir fáilte de réir caighdeán na cuideachta • Déileáil le fiosrúcháin chliaint/chustaiméirí go pearsanta agus ar an bhfón • Bainistíocht leabhar fáilte na n-aoine cuairteoirí isteach agus amach • A chinntiú go nglactar le teachtaireachtaí go cáilíochtúil agus go ndéantar iad a chur chuig na daoine ábhartha. • Freagrach as próiseas áirithinte seomra don sheomra boird • Freagrach as poist isteach agus amach & faisnéis ríomhphoist isteach a

theastaíonn a chur in iúl. • Clóscríobh agus dáileadh litir/nótaí aonair de réir iarrata an mhaor. • Ag seoladh ríomhphoist de réir iarrata. • Ordú a chur d'earraí oifige & earraí a fháil, ag cinntiú go ndéantar iad a sheachadadh go ceart go inmheánach. • Cóipeanna cothrom le dáta de gach doiciméad riaracháin a choinneáil de réir mar a éilftear sa fáilte, m.sh., foirmeacha scor, srl... • Ullmhúchán pacáiste idirbhirt/iontrála do fostaí nua (le sonraí faoi na riachtanais atá ar fáil) • Ríomhphostáil, scríosadh, Grianghrafadóireacht • Facsáil & comhadú de réir riachtanas. Chun iarratas a dhéanamh, déan teagmháil le do oifig áitiúil Intreo nó seol ríomhphost chuig mt.ryan@ntdc.ie

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