



TALLAGHT REHABILITATION PROJECT

LIMITED



#CES-2458563

Tallaght Rehabilitation Project,, Kiltalown



House,, Blessington Road,, Dublin 24, D24

X59C



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/07/2026



27/08/2026

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

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.

The main duties of the position are;

Participate in DSP Individual Learner Plan

Meet and greet visitors on their arrival

Maintaining the visitors sign in sheet

Deal with incoming calls by taking appropriate action (answering queries, transferring calls or taking messages)

To uphold and adhere to all policies and procedures to ensure the smooth running of the project.

To attend any necessary training in and out of house.

In addition to your responsibilities you may be required to undertake tasks assigned to you by the TRP Manager.

Adhere to the TRP dress code policy.

Be flexible with working hours.

A proficient level of written and spoken English is required

- **Sector:** human health and social work activities