



Aughrim Community Enterprises Ltd



#CES-2458703



HOLY FAMILY PARISH CENTRE, 13 Prussia

Street, Dublin 7, D07 A097



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/07/2026



28/08/2026

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

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.

The Reception person must have a warm and friendly disposition, as meet & greet is an important part of this position. Other duties include: answering the telephone, forwarding messages, dealing with all service user and community enquiries, handling cash and receipts, photocopying, general administration to help with the smooth running of the Centre. Basic skills on the computer is desired but training can be offered to upskill. Afternoon vacancy from 1:00pm to 5:00pm

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