



Speedpak



#CES-2459331



Kish House, Greendale Road, Raheny, Dublin
5, D05 R9P9



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/07/2026



01/09/2026

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/Administration Support NSP Kilbarrack

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.

Working as part of the Reception Admin Team with a placement in the Northside Partnership based in Kish House, Kilbarrack.

Duties include:

- Duties include meeting and greeting clients and visitors and directing them to the right service/person.
- Answering phones and directing calls
- Keep up to date on Northside Partnership services
- Maintain diaries, post and visitor logs
- Support client registration unit
- Using the Eclipse CRM system
- Data base entry
- File management
- Other ad hoc duties

The successful candidate will also take part in our training programme which includes Health and Safety Awareness, Manual Handling Training and a number of work related modules at QQI level 4/5.

Please contact Sarah for more information on 01-8671707 or sarah.walsh@speedpakgroup.com

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