



THE LEIXLIP AMENITIES GROUP LIMITED



#CES-2459400



LEIXLIP AMENITY CENTRE, Station Road,
Leixlip, Co. Kildare, W23 R942



No of positions : 4



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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Reception - Customer Service Agent

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 role involves, supporting customer queries, booking pitches, maintaining hygiene in the centre

Professional telephone manner

Good communication/listening skills

Teamworker

Openness to learning/skills development

Friendly, professional and helpful manner.

- **Sector:** other service activities