



Tomacork Community Employment Ltd



#CES-2459659



Carnew Training and Dev Ctr, Carnew, Co.

Wicklow, Y14 FW30



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/07/2026



02/09/2026

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 and Sales Administration Assistant

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.

To provide reception and administration duties to include, phone duties, meeting visitors to reception and dealing with their queries, sales calls and administration of same, incoming and outgoing post, filing, copying, typing and printing and any other ad hoc duties as required

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