



LARKIN CENTRE



#CES-2459788



THE LARKIN, 57/58 N Strand Rd, Dublin 3,
D03 XT26



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/07/2026



03/09/2026

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 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.

Dealing with the public for our walk in services, answering telephones and light administration duties
. Full induction and training offered in office and reception operations.

- **Sector:** other service activities