



Dublin North East Community

Communications Co-op Society Ltd.



#CES-2460353



NEAR FM 90.3, Northside Civic Ctr, Bunnratty

Road, Dublin 17, D17 K462



No of positions : 3



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



28/07/2026



08/09/2026

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](#)



Open your camera app & point here to view this ad online



Reception and 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.

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.

The traditional duties of a receptionist commonly include answering the phones, so good command of English and communications skills are a must. Reception also looks after visitor inquiries about the organisation, (so they need to be well informed) directing visitors to appropriate contacts, sorting mail, answering incoming calls, checking the answering machine, and arranging appointments for guests to meet with staff.

This also includes:

- Collecting and distributing post
- Checking office supplies.
- Organising supply for lunch / tea coffee breaks for participants for training events at Near Media Co-op.
- Supporting prep for meetings
- Broadcasting support (organising promotion listing, downloading and saving programmes, liaising with presenters and producers on the promotion of programme content).
- Keep community notice board up to date, be pro-active and look up and find local events. (see social media below)
- Updating Social media (Facebook, Twitter) of some of the programme and training activities by staff and members of Near Media Co-op.
- Coordination and documentation for work experience/placement participants, requests, books pupils into allotted dates and times and informs coordinators, organise with staff mentioning for those on work experience/placement.
- Look after sign-in function, visitor book, with the organisation, liaising with the building security

to facilitate access for members after hours.

Other Responsibilities

In addition to their usual tasks, reception staff also assist with studio and equipment bookings.

Promotion of events organised by the organisation.

Promotion of programmes and training offered by the organisation.

Liaising with members, studio staff and station managers to enable the programming schedule

Supporting training preparation and delivery, including setting up the training room for groups.

Support in organising training courses for existing and new members and staff.

Support in project work on different programmes Near Media Co-op is involved with.

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