



Barnardos Moyross CES



#CES-2460933

Number 4 To 7 Sarsfield Gardens, Sarsfield



Gdns, Moyross, Limerick, Co. Limerick,
V94VW72



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/07/2026



10/09/2026

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

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.

The Candidate will be responsible for transferring incoming and outgoing calls to the appropriate staff member. Taking messages from service users accurately and relaying this information to the appropriate staff member. Responsible for the booking of rooms for sessions and access visits. Responsible for updating data on the computer system.

In House training will be provided and education opportunities will be supported by the project.

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