



Bray Family Resource & Development Project

Ltd.



#CES-2460952



LITTLE BRAY COMMUNITY CENTRE, Old

Connaught View, Bray, Co. Wicklow, A98 TY45



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 / Clerical

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.

Responsible for general clerical duties in LITTLE BRAY COMMUNITY CENTRE - FASSAROE - A98 TY45

- Filing, photocopying, basic computers, post, telephone etc, along with helping people with information.

Training will also be given

For more information call Wendy Brady 01 276 03 76 OR WENDY.LBFRC@GMAIL.COM

- **Sector:** other service activities