



Markiewicz Community Centre



#CES-2462801

MARKIEWICZ COMMUNITY CENTRE, 205



Decies Road, Ballyfermot, Dublin 10, D10

FK52



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/08/2026



17/09/2026

## 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.

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.

We are looking for a Receptionist to join our team in Markiewicz Community Centre, Ballyfermot. The role will include general clerical duties such as photocopying, faxing, mail distribution and filing. Coordinates and maintains records for staff office space. Greets visitors to the centre. Creates and modifies various documents using Microsoft Office.

If you are interested in working in an environment committed to developing your skills and career prospects please contact Deborah on 01 6260118, or please send CV to: [deborah@markiewiczcentre.com](mailto:deborah@markiewiczcentre.com)

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