



DRIMNAGH COMMUNITY DEVELOPMENT

GROUP LIMITED



#CES-2463239



MABS, 8 Sundrive Road, Crumlin, Dublin 12,

D12 TP82



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/08/2026



21/09/2026

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



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.

Switchboard operation; Answering phones and recording details for a follow up consultation with MABS staff.

Photo copying

Scanning into E files.

Dealing directly with clients at reception and managing the appointments.

Undertaken MABS client assessment.

Operating new appointments system with MABS staff.

Supporting staff in the Interview rooms as require

Inputting information into MABS data collection systems.

E filing client records

Checking dublin12@mabs.ie emails account.

Logging ingoing and outgoing post. Scanning incoming post to relevant staff member and keeping record of same.

Reporting Social Policy issues to the Service Delivery Manager.

Duties, such as mail shots, recording, collecting customer feedback (surveys, comment cards etc);

Assisting and supporting the Service Delivery Manager in relation to office work;

Such duties as may be assigned by the Service Delivery Manager.

- **Sector:** information and communication