



Breffni Community Employment Ltd



#CES-2463497



CDA TRUST LTD., Farnham Road, Cavan,
Co. Cavan, H12 FT29



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/08/2026



22/09/2026

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/Administrator MQI Cavan

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.

- Greeting service users and families in a professional friendly manner
- Provide general administrative support to the CAMDAS team
- Answering and forwarding telephone calls/distributing messages
- Handle incoming & outgoing post & emails, direct as needed
- Order & monitor office supplies
- Comply with GDPR, confidentiality, health and safety, and organisational policies
- Ensure reception and office areas remain tidy and welcoming
- **Sector:** administrative and support service activities