



SOUTH DUBLIN VOLUNTARY GROUPS

COMPANY LIMITED BY GUARANTEE



#CES-2463843



CITYWISE EDU & OUTDOOR CTR, The
Durkan Centre, Fortunestown Way, Dublin 24,
D24 W284



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/08/2026



24/09/2026

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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Reception/ Administrative Assisant

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.

The role of the Receptionist is to act as the first point of contact with the Clients and users of Citywise, dealing with telephone and email queries, visitors, correspondence, and providing administrative support to the back-office staff. This also includes work with the company database and general office duties.

Job Specs:

- Carry out general administrative duties including filing, typing, photocopying and shredding as required.
- To manage bookings of the meeting room and assist with preparation for meetings as required.
- Record contact details, activities, donations, and other data on the company database.
- Maintaining stationery and other stock levels.
- To order couriers, taxis, and catering as required.
- To perform such other tasks as may be reasonably assigned from time to time in consultation with the line manager.

Skills required:

Excellent English and listening skills

Excellent computer skills and proficient in excel, word, outlook

Excellent communication skills both verbal and written

Good telephone manner

Ability to work with a variety of people with tact and sensitivity

Ability to work on own initiative as well as part of a team

All training provided.

Hours of work: Mon – Tue (9am – 5pm)

Wed (9am – 12.30pm).

Location of work: Citywise The Durkan Centre Fortunestown Way Dublin 24

- **Sector:** education