



NCU CE Scheme CLG



#CES-2464134



ARTANE COOLLOCK RESOURCE & DEV , 55

Gracefield Road, Artane, Dublin 5, D05 V1Y2



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/08/2026



25/09/2026

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 / Admin assistant (2.5 days per week)

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.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Receptionist required to work in Family Resource Centre. Duties to include Typing, Filing, appointment scheduling. Good Interpersonal and Communication Skills with the ability to work well in a team and also to work on own initiative. Development opportunities will exist through specific and mandatory training to form part of your career goal. Mon to Friday (19.5 hours per week) to be decided 2.5 days

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