



COMES Ltd



#CES-2464578



Cumasú Centre, Doughiska Road, Galway,
Co. Galway, H91 DKF7



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



28/07/2026



08/09/2026

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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Welcomer/Receptionist - Cumasú Centre

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.

Duties will include: Meet and greet service users to a busy Family Resource Centre, first impressions to the centre are vital for all, but particularly vulnerable users of a family resource centre. The candidate will in many instances be the first point of contact for a walk-in service user. How you interact with them sets the tone.

You will be directing/signposting them to the resource or individual they are meeting. Adhering to Covid 19 policy. Answering phone calls, taking bookings, answering and corresponding via email, liaising with voluntary committee and offering administrative support to the myriad of voluntary groups that use the facility. Reporting issues to CE Supervisor or/and Family Resource Manager.

Acting with discretion and professionalism.

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