



Artane Beaumont Community Employment
scheme



#CES-2464640



Kilmore Road, Artane, Dublin 5,



No of positions : 4



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



18/08/2026



29/09/2026

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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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.

Duties to include greeting members of the public, answering and directing calls, taking messages and ensuring message follow -up, room bookings and distribution of keys.

- **Sector:** other service activities