



ADAPT DOMESTIC ABUSE SERVICES



#CES-2464828



Speaker's Corner, Lower Carey's Road,
Limerick, Co. Limerick, V94 0R25



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/08/2026



30/09/2026

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 Mid-West Simon

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 Mid-West Simon: Speaker's Corner, Lower Carey's Rd, Limerick.

Greet and welcome guests as soon as they arrive at Speakers Corner office

- Direct visitors to the appropriate person and office
- Answer, screen, and forward incoming phone calls
- Ensure reception area is tidy, presentable, and sanitised, with all necessary stationery and material (e.g., pens, forms, and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort, and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Perform other clerical receptionist duties such as filing, photocopying, typing

Requirements

- Proven work experience as a Receptionist, Front Office Representative, or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g., fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise

- Excellent organisational skills
- Multitasking and time-management skills, with the ability to prioritise tasks
- Customer service attitude
- **Sector:** other service activities