



LAOIS COMMUNITY AND ENTERPRISE  
DEVELOPMENT COMPANY LIMITED



#CES-2464873



THE MALTINGS TRAINING CENTRE, The  
Old Maltings, Coote St, Portlaoise, Co. Laois,  
R32 FX29



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](#)



Open your camera  
app & point here  
to view this ad  
online



## Office Administrator / 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.

Receptionist, 19.5 hours per week, Monday to Wednesday 9.30am – 2.30pm 9.30am – 2.00pm  
Thursdays.

Maltings House, Coote Street, Portlaoise, Co. Laois, R32 W9HV

Reporting to: Annette Long, Project Manager, 089 6041926.

#### Primary Duties and Responsibilities:

- Answering the phone in a timely manner
- Direct calls through the switchboard to the relevant extension
- Emailing messages when extension busy
- Checking and directing incoming emails
- Follow up on email correspondence.
- Greeting clients and visitors to the building ensuring they sign the visitors' book
- Deal with clients in a professional manner
- Maintaining the general reception area
- Organising meeting room and refreshments when requested by the Project Manager
- Assisting with the production of quarterly newsletters
- Admin duties as directed by the Project Manager
- Entry of annual leave and TOIL into the Bright HR system
- Entry of client details and KPI's into our Salesforce system
- Maintain and update LTAG's Facebook, Instagram, and Twitter pages

Maintain stationery and reorder of same

Personal Specification:

Skilled in the use of Microsoft Office suite products (Outlook, Excel, and Word) desirable.

Adherence to client confidentiality and Data Protection legislation

Excellent communication skills, be a team player and able to work on own initiative.

Ability to be flexible when required have a "can do" attitude.

Desirable:

A knowledge of Irish Traveller culture and an understanding of issues that affect their lives.

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