



DROGHEDA COMMUNITY SERVICES

TRUST



#CES-2465081



CITIZENS INFORMATION, 86 West Street,

Drogheda, Co. Louth, A92 X209



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/08/2026



01/10/2026

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 / Information Provider in Citizens Information Centre in Drogheda

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.

Duties include receiving and dealing with callers/clients to the office. Dealing with phone calls. Imparting relevant information to clients. General office duties.

Please contact your local DSP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy. Job Reference Number will be required. Contact Community Employment Supervisors on 041-9836084 or email cesupervisor@droghedacsc.net

- **Sector:** information and communication