



Clonmel Community Network CLG



#CES-2465208



Peter Street Rooms, 11/12 Peter Street,
Clonmel, Co. Tipperary, E91 F662



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/08/2026



28/09/2026

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 - Clonmel Community Resource Center

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.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

****No Experience Necessary****

- Provide a friendly, efficient, and professional point of contact for customers
- Meet and greet customers in a welcoming manner
- Assess customers' needs and direct them to the appropriate service
- Answer incoming phone calls and accurately record and relay messages
- Maintain confidentiality and handle information appropriately
- Maintain a clean, organised, and welcoming environment
- Set up and prepare meeting rooms as required
- Participate in skills training and professional development opportunities

For More Info/ To apply, please email: ccnclg@gmail.com

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