



Lourdes Youth Community Services



#CES-2465371



LYCS, , Metropolitan Building,, James Joyce
Street,, Dublin 1, D01 K0Y8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/08/2026



02/10/2026

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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online



Administration - Reception

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.

Community Employment -
Receptionist /Front Office worker

An excellent opportunity to

- Join a busy community organisation
- Gain direct experience in reception, administration / finance.
- Train in administration or a related area

Lourdes Youth and Community Services (LYCS) is a community based organisation in Dublin city. We provide adult education classes, Global Citizenship Education a community training centre and a creche, alongside a community employment programme.

As part of our Reception team you will be responsible for answering calls and greeting visitors to the centre

Job Description:

Responsible to the front office manager, the purpose of the role is to provide reception cover and administrative support to the various departments.

Duties

- o Greet visitors, service users and staff members in a positive and friendly manner.
- o Assist individuals with queries.

- o Answer the phone, transfer calls or take phone messages where necessary.
- o Support the finance office and other programmes with administration as required.
- o Carry out tasks as directed by the manager.
- o Create documents in Word and Excel
- o Assist with cleaning duties when necessary
- o Assist with classroom setup and tidy up
- o Undertake training relevant to career goals and personal development.

This is a training opportunity; no experience is necessary.

For more information, contact Catherine at 087 1613841/ 01 8363416 or email catherine.cross@lycs.ie.

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