Darndale Belcamp Village Centre

#CES-2465619

TRINITY ADULT RESOURCE GROUP F,
Donaghmede House Com, Newbrook Rd,
Donaghm, Dublin 13, D13 K6Y1

No of positions : 1

Community Employment Programme

19.5 hours per week

Community Employment Programme Rates

24/08/2026

05/10/2026

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

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

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.

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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.

Answer main phone line, respond to, direct and relay telephone messages and emails, and follow up when required.

Entering of data into our client management system,

Provide service advice and information.

Maintain the general filing system and file all correspondence.

Type letters and other documentation.

Assist in the planning and preparation of meetings and events.

Dealing with daily post.

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