



ST. HELENA'S FAMILY RESOURCE CENTRE

LIMITED



#CES-2466051



SAINT HELENA'S RESOURCE CENTRE,

Saint Helena's Road, Dublin 11, D11 N928



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



26/08/2026



07/10/2026

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 St. Helena's Resource Centre

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.

- To answer phone calls to the centre and record messages accurately. To ensure messages are passed to the appropriate member of staff in a timely manner either via written message or by e-mail.
- To meet and greet people visiting the centre.
- To ensure all visitors to the centre sign in and out.
- Respond in a warm, welcoming and efficient manner to all enquires.
- To provide administrative support to other staff when necessary.
- To take room & transport bookings and log them and in the book.
- To note maintenance and Health and safety issues as they arise.

Any other relevant duties assigned by your manager.

- **Sector:** other service activities