



Neilstown Parish Social Action Group Ltd CLG



#CES-2466848



ROMAN CATHOLIC CHURCH, Ch of St Peter
the A, Moorfield Avenue, Dublin 22, D22 KP95



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/09/2026



13/10/2026

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

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.

Office Admin. Filing, Computers, Answering Telephone Sending and receiving emails,, Meeting and Greeting, general Office work

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