



Northwest Roscommon CDP CLG



#CES-2467894



Community Resource Centre, Market Street,
Ballaghaderreen, Co. Roscommon, F45 EW98



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/09/2026



19/10/2026

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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Job Description

Duties

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

Role and Responsibilities

Secretarial/Reception

- To deal with enquiries and maintain a record of enquiries
- Greet people calling to the Project, address their queries and maintain a record of same.
- Keep a diary of events and timetables
- Perform general secretarial duties include word processing, minute taking, correspondence
- Ensure the proper functioning of the information technology systems in the Project
- Keep our social media platforms up to date

Finance

- Maintain efficient and accurate accounts for the CDP.
- Reconcile monthly bank statements
- Prepare a monthly financial report for the Voluntary Management Committee
- Liaise with and offer assistance to the accountant in relation to end of year audit.

Office/Premises

- Maintain records and files.
- Facilitate and organise events held by, and in connection with, the CDP
- Implement the Project's Health and Safety procedures
- Ensure that the office is supplied with the necessary equipment and supplies
- Oversee the general maintenance of the office and facilities

General

- An ability to work alone and on your own initiative.
- To ensure administrative deadlines are met.
- Undertake any duties
- **Sector:** administrative and support service activities