



Northwest Roscommon CDP CLG



#CES-2467906



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:** other service activities