



SOUTH DUBLIN VOLUNTARY GROUPS

COMPANY LIMITED BY GUARANTEE



#CES-2468094



9 Stanhope Green, Stanhope Street, Dublin 7,

D07 VX99



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/09/2026



20/10/2026

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- Focus Ireland

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.

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.

Purpose of Job:

To provide an efficient and effective reception & Admin service

Main Duties

1. To ensure each customer / visitor / volunteer / phone-caller, worker receives a warm welcome to Focus Ireland.
2. Ensure reception area provides a good atmosphere and a clean and cheerful environment.
3. Ensure that all phone calls are directed to appropriate staff members and calls are transferred efficiently.
4. To ensure that all messages are taken and passed on to the appropriate staff members.
5. To familiarise yourself with the information available to you in the reception area and with the health & Safety statement.
6. To promote communication and teamwork in the Reception area.

7. To ensure that stationary, forms and stamps are available in reception at all times.

8. To participate in the DSP ILP training plan and Focus Ireland's in house training.

9. To attend team meetings, Agency meetings and engage in monthly Supervision

10. To be familiar with emergency exits, fire alarm procedures, personal alarms etc and to follow Focus Ireland's Health & safety policy at work

11. To undertake any such other duties as may arise from time to time in consultation with the line manager

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