



Castleconnell Project Limited



#CES-2469522



THE SHANNON HOUSE CAFÉ, Main Street,
Castleconnell, Co. Limerick, V94 RT61



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/09/2026



22/10/2026

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 - ACM Castleconnell

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.

Reception telephone - answering incoming calls. Dealing with queries and transferring calls.

Message taking – Accurately taking messages. Ensuring messages are followed up on.

Maintaining good telephone manner.

Voicemail.

Good communication skills, trustworthy.

Opening incoming post and sorting items for delivery to relevant persons.

Greeting the public and visitors to the centre.

Providing information about the services on offer in the centre.

Setting up rooms for groups.

Facilitation of group needs.

Tea/Coffee.

Co-ordinating events.

Basic computers skills – file management, copying, moving, deleting, searching, retrieving and editing files.

Word Processing – Microsoft Word.

Spreadsheets – Microsoft Excel.

Email & Internet.

Social Media - Facebook.

Printing documents.

Photocopying – using machine correctly. Maintaining supplies of consumables.

Adhere to Health & Safety policy.

Cleaning of reception and community building.

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