



Palls Ltd



#CES-2469796



PALLS LIMITED, Unit 2, Docklands Bus Pk,
Dock Road, Limerick, Co. Limerick, V94 DR12



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/09/2026



23/10/2026

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 and Project Administrator

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.

Please note this is a drug and alcohol Rehabilitation Scheme.

This position will be based in PALLS Training Centre

Duties to include -

- Manage all incoming and outgoing phone calls
- Meet and greet clients and visitors and also maintaining the visitor book
- Take bookings and record all of these booking professionally
- Letter writing skills
- Weekly reports on workload and targets set
- All other adhoc duties that may arise
- Organising the setup of rooms for meetings and cleaning up and organising the room again once finished.
- General cleaning duties would involve hoovering, washing floors, cleaning of toilets.

Full training will be provided but knowledge of Microsoft office would be an advantage. If interested, please send your CV to info@palls.ie

- **Sector:** education