



St. Munchins Community Centre



#CES-2469946



ST LELIA'S COMM CTR, Moylish R,
Ballynanty, Limerick, Co. Limerick, V94 P9D2



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/09/2026



26/10/2026

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

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.

The position will be in the above area. Applicants must supply suitable character references and be prepared to complete a Garda Vetting application form. Receptionist are responsible for the reception area, they answer the phone, greet guests, pass on information, respond to inquiries and instruct visitors. When dealing with the public administer appointments, communicate by telephone, communicate verbal instructions, meet and greet customers in a friendly manner. Maintain logbooks and the reception area. To be able to work weekends and evenings

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