



Longford Womens Link



#CES-2470371



Lanesborough, Co. Longford,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/09/2026



27/10/2026

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/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.

This role is based in Lanesborough/Ballyleague Community Childcare Service

Duties to include:

Dealing with all telephone enquiries.

Receiving and answering emails

Using Office equipment, such as photocopies and laminator

Handle the fees received from parents and maintain accurate records

All general administration duties associated with the Reception area for Catkins Early Years Service and Longford Women's Link.

For further information please contact Siobhan McGoey on 086 4136718

A video on CE can be seen in the "whats going on" section of the Jobs Ireland website, at the end of the homepage.

- **Sector:** information and communication