



Ballynanty Community Project Ltd



#CES-2471279

Northside Family Resource Ctr, Cloncannane



Road, Ballynanty, Limerick, Co. Limerick, V94

APX8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/09/2026



03/11/2026

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 / 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.

On the job training and mentoring will be provided along with accredited education opportunities.

Duties will include:

Secretarial work:

Meeting, welcoming and caring for all those who come to the Centres.

Looking after the needs of the person.

Contacting staff in relation to visitors, clients.

Bringing people to required area /person.

Helping crèche parents with buggies, etc.

Acting in a professional manner in dealing with visitors.

Ensuring safety procedures are adhered to by being alert at all times to those who come into and leave the Crèche.

Answering telephone clearly and in a friendly manner.

Taking messages carefully, ensuring that all details are correct and passing messages on to staff as soon as possible.

Caring for reception and office areas.

Administration Work

Cash handling.

Records of accounts.

Computerised accounts if applicable.

Handling of files and keeping registers.

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