



Manor St John Youth Service



#CES-2471831

MANOR ST JOHN YOUTH SERVICES, Manor



St John Ctr, Waterford, Co. Waterford, X91

AW8P



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/09/2026



05/11/2026

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](#)



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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.

Based in Youth & Community Centre.

19.5 hrs per week

- Responsible for meeting/greeting and providing information and direction to the general public, students, and clients both face to face and over the telephone.
- Ensuring Staff, Students & Visitors entry & departure are recorded in the sign in Log
- Manage incoming calls, take messages and ensure these are communicated to the appropriate person in a timely fashion.
- Sorting and distributing Post.
- Ad-hoc administrative tasks including Word Processing & Filing, maintaining Petty Cash records.
- Responsible for taking Room / Hall and Training Course Bookings.
- Ensure the reception area including notice boards are kept organised and clutter free.

- **Sector:** education