



Assumption Parish Services CLG t/a. Carlow

Area CE



#CES-2472183



Citizens Information, 43 Tullow Street, Carlow,
Co. Carlow, R93 N5T3



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



28/09/2026



09/11/2026

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



Reception/Information Admin

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.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Reception / Information Officer

Join our friendly team at Citizens Information Service and gain valuable experience in reception, administration, customer service, and community services. Full training and ongoing support will be provided.

Key Duties:

- Welcoming clients and visitors
- Answering telephone and email enquiries
- Scheduling appointments and managing reception
- Assisting with administration, filing, and record keeping
- Supporting Information Officers with client services
- Using Microsoft Office and office systems

Ideal Candidate:

- Good communication and customer service skills
- Friendly, professional, and reliable
- Basic IT and administrative skills
- Willingness to learn and work as part of a team

This is an excellent opportunity to develop workplace skills, gain experience in a professional office environment, and receive accredited training while supporting the local community. Full training will be provided.

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