



Breffni Community Employment Ltd



#CES-2473143

BREFFNI COMM EMPLOYMENT COMPAN,



The Ozanam Ctr, Riv , Cavan, Co. Cavan, H12
H5F6



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](#)



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Receptionist / Clerical Ukrainian Hub Cavan

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.

Duties to include • Engaging with volunteers, service users ,students and other stakeholders at the Reception desk;

- Answering the telephone, compiling and answering emails; directing and/or responding to general queries about the services;
- Carrying out a range of administrative tasks including front desk, typing, photocopying, arrange meetings, filing, and posting letters;
- Any other duties that may be assigned as part of the overall daily operation of the Hub.

While the placement will support skills development through practical on the job work experience and training, good English and Ukrainian is desirable:

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