



Jobcare CLG



#CES-2473901



GRACE BUILDING, 29 Pearse Street, Dublin
2, D02 E726



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/10/2026



18/11/2026

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.

Job Description

Duties

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

Job Description:

This role is to work the reception team in Jobcare which is an integral part of our client-centred service.

The role is made up of a range of duties such as meet and greet all visitors/clients. Register all visitors, refer visitors to appropriate service/person. Ensure building is secure at all times. Excellent communication skills, both oral and written. Excellent telephone manner.

The role also involves administration and client-support responsibilities. There is extensive use of digital platforms e.g. Salesforce, Excel etc.

Jobcare welcomes applications from ex-offenders.

Skills Requirement:

This is a transitional employment opportunity and no previous experience is necessary. Support and accredited training will be available to assist you and your future career goals. For further information about Jobcare please log on to www.jobcare.ie

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