



The Fingal ICTU Centre for the Unemployed



#CES-2474300



FINGAL ICTU CENTRE, 5 Cardiffsbridge Rd,

Finglas West, Dublin 11, D11 X3HV



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/10/2026



20/11/2026

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

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.

To meet and greet clients, service users and visitors.

To answer the telephone, direct calls and take messages.

To record inbound and outbound post.

To refer clients to appropriate service in the community

To record all work completed in the appropriate systems.

To provide general administrative assistance to The Finglas Centre staff.

To meet clients on a one-to-one basis to design their CV and prepare their cover letters

Typing up CV's for clients

To work as part of a team.

To attend any training as identified through the Individual Learner Plan process.

To attend Support and Supervision with your CE Supervisor.

To carry out any other duties as requested from time to time by your Supervisor.

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