



COS Culture & Sport CE Project CLG



#CES-2474597

CARRICK ON SUIR HERITAGE CTR, Main



Street, Carrick-On-Suir, Co. Tipperary, E32

CX60



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/10/2026



23/11/2026

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 - Heritage Centre

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.

The Heritage Centre Receptionist will be the first point of contact for visitors at our Community Heritage Centre/Tides of Time

This role involves providing a warm welcome to guests, delivering excellent customer service, and ensuring the smooth operation of the reception area.

The successful candidate will assist in promoting the Heritage Centre's events, exhibits, and programs while engaging with the community and enhancing the overall visitor experience.

- **Sector:** information and communication