Parslickstown House Management

#CES-2475103

PARSLICKSTOWN HOUSE MANAGEMENT, Parlickstown House, B.A.S.E. Ent Ctr, Dublin 15, D15 X2VW

No of positions : 1

Community Employment Programme

19.5 hours per week

Community Employment Programme Rates

14/10/2026

25/11/2026

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.

Duties included are, answering calls and taking messages. Direct enquiries to the appropriate staff members. Provide information in a helpful manner. Ensure that all people using the centre sign in. at reception.

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