



DROGHEDA COMMUNITY SERVICES

TRUST



#CES-2475149



DROGHEDA COMM SERVICES CTR, The

Dermot Kierans C, Scarlet St, Drogheda, Co.

Louth, A92 DD73



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.

Receptionist required for busy community services centre. Duties include but are not limited to the following: answering phone calls and directing queries to relevant person, taking messages and passing on to relevant person, liaising with members of the public on a daily basis regarding services in the centre, greeting clients as they arrive to and from the centre, handling petty cash/ electronic card payments, opening and closing premises, and clerical duties as required.

Contact CE Supervisor Bridget on 041-9836084 for more information. Email: bridget@droghedacsc.net

- **Sector:** other service activities