



PICES (CE Scheme) / Southside Partnership

DLR



#CES-2476342

ROSEMOUNT FAMILY RESOURCE CTR, 3



Waldemar Terrace, Main Street, Dundrum,

Dublin 14, D14 FX79



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/10/2026



02/12/2026

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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Reception & Administration Assistant Rosemount Family Resource Centre Dundrum

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

Based in Rosemount Family Resource Centre Dundrum.

Main Duties and Responsibilities:

The following is not an exhaustive list of the duties associated with the post but is intended for the guidance of the person assigned to the job.

Reception:

- Meeting and welcoming people
- Responding to people's queries and providing information for them
- Dealing with messages received by telephone and recording in the message book

Courses / Groups / Afterschool Classes:

- Maintaining an efficient record system for participants
- Responding to queries about and knowledge of courses / activities held in the centre
- Handling people's enquiries and requests about the courses / activities
- Liaising with course tutors and with participants

Office Management:

- To ensure all visitors use the sign in book
- Maintaining the office supplies and equipment
- Ensuring the office system is effective, efficient and updated as required
- Maintaining appropriate accessibility to records and files
- Photocopying / filing
- Receiving of post and checking deliveries

Person Specifications:

- Organisational and administrative experience desirable.
- Good IT skills including MS office applications.
- Ideal candidate to be pleasant, friendly, have a welcoming manner, good communication and interpersonal skills.
- Commitment to confidentiality, respect for clients and adhere to current GDPR regulations.
- Ability to work on their own initiative, self direct and work as part of a team.
- Previous administration experience would be an advantage.

Full training will be provided.

For further information contact Tim Reidy, PICES Supervisor on 0873689573 or email tim.reidy@sspship.ie

- **Sector:** other service activities