

## Role Advertisement

### Receptionist/Administrator

**Caring in Offaly (CE Scheme) Tullamore, Co. Offaly (ref: #CES-2285596)**

Family Carers Ireland (FCI) is *the* national charity supporting over 500,000 family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction. We provide a range of services and supports for family carers nationally from our local support centres.

#### **Community Employment Programme**

Caring in Offaly (CE Scheme) (ref: #CES-2285596, Tullamore, Co. Offaly closing 13/07/2023 Community Employment Programme. Further information contact Alison Hackett 0860213711 [ahackett@familycarers.ie](mailto:ahackett@familycarers.ie)

#### Details

- Scheme Category: **Receptionist/Administrator**
- Scheme Location: **Tullamore, County Offaly, Ireland**
- Contract Type: **Temporary**
- Job Type: **Community Employment**
- Start date: **To Be Confirmed** End date: **To Be Confirmed**
- Hours per week: **19.5 Hours**
- Positions: **1**
- Salary Type: **Community Employment Programme Rates**

#### **Duties Will Include**

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

#### Duties:

- Provide a friendly welcome to all visitors
- Deal with all incoming telephone calls and refer to appropriate staff member
- Keep record of all calls and refer messages to appropriate person
- General administrative duties filing, typing, photocopying, scanning, use Microsoft Excel, word

A Video on CE can be seen in the 'What's Going On' section of the Jobsireland website, at end of homepage

#### **Application Process**

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.

**You can register your interest by contacting a case officer in your local Intreo Centre.**

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