



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach

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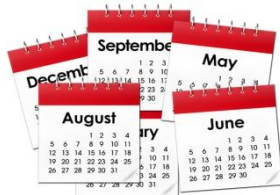


This project is co-funded by the Government of Ireland, through the Department of Social Protection, and the European Union.



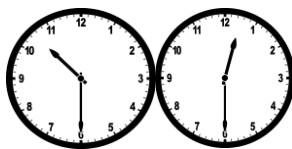
An Exciting Opportunity for **Work Experience at the Reception of** Coolock Primary Care Centre, Cromcastle Road, Coolock, Dublin, D05 V026

Start Date:



To be agreed with successful candidate

Time



10.00 am – 12.00 pm

Days:



1 Day a week

**Day to be discussed with
successful candidate**

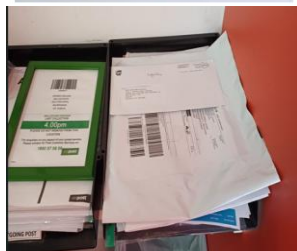


Tasks



Checking post

Stamping



**Delivering Post to different
departments**



Scanning Documents



Front Desk

General reception duties:

Greeting customers

Answering phonecalls

Taking card payments



Skills required:



Reading skills- Reading names
when organising post

Willingness to use/learn how
to use a computer (saving &
scanning documents)



Getting there:

Accessible by bus (19, E1, E2, N6,
N2, 27, 27B)

Interview Date:



If your CV is successful you
will be interviewed:

06th October 2025

Interview Time:



Individual interview slots will
be allocated between:
12.00pm - 2.00pm

Where



**Head Office St. Michael's
House, Ballymun Road,
Ballymun, Dublin 9, D09 DX37**



**We can interview you online
via Microsoft Teams**

How to apply:

Please send your CV or email of interest to supportedemployment@smh.ie

Closing Date: Friday 26th of September 2025