



The Bridge Recovery Group Ltd.



#CES-2401502



SOUTH PARISH COMMUNITY CENTRE,
Sawmill Street, Cork, Co. Cork, T12 CX32



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/07/2025



19/08/2025

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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Bookkeeper Administrator

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.

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Job Description

Duties

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

Duties will include filing; typing; managing emails and correspondence; bookkeeping and accounts: computer skills, IT knowledge, Microsoft Word and Excel preferable

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