



Great Island Projects Ltd



#CES-2402739



CITIZENS INFORMATION, 8 Pearse's  
Square, Cobh, Co. Cork, P24 A526



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/07/2025



26/08/2025

## 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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to view this ad  
online



## Information Assistant and 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 duties and/also including providing information, advice and advocacy services to member of the public in relations to their rights and entitlements.

Training will be provided but basic computer skills is necessary.

- **Sector:** information and communication