



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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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.

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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