



FARRANREE COMMUNITY EMPLOYMENT

PROJECT LIMITED



#CES-2407130

EDU & RIGHTS RESOURCE CTR, 5



Churchfield Avenue, Churchfield, Cork, Co.

Cork, T23 FP49



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/08/2025



24/09/2025

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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Receptionist/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.

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Receptionist and Administrator required for the Education & Rights Resource Centre and Women Supporting Women project in St. Mary's campus.

The position involves being the first point of contact for all visitors to the centre and first point of contact for those the phone.

Training on the use of MS Word, Publisher and Excel will be given as these are packages which will be required to carry out work to support the administrative duties required in the role. You will work some days in the Education & Rights resource centre in Churchfield Avenue and other days in the Women Supporting Women project based in St. Mary's campus in Gurrabraher. You will work as part of a team and training will be provided.

The hours are 9.30 – 2.30pm 4 / 5 days a week.

- **Sector:** education