



Glen Resource Centre

#CES-2429381

The Glen Resource and Sports C, Glen Ave,  
The Glen, Cork, Co. Cork, T23 DH95

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

12/01/2026

23/02/2026

## Receptionist/ Administration

### 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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

### Job Description

#### Duties

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

Meet and greet at front Reception desk. Answering incoming calls, transferring calls, taking bookings. Photocopying, Emails, Excel and Word.

Any duties deemed necessary by management.

This position is located at The Glen Resource Centre Glen Avenue The Glen, Cork

Please send your CV application to: CE Supervisor: Glen Resource Centre. Glen Resource & Sports Centre Glen Avenue, The Glen Cork. or email: [glencommunityemployment@gmail.com](mailto:glencommunityemployment@gmail.com)

- **Sector:** other service activities



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