



Glanmire Area Project CLG



#CES-2430224



GLANMIRE AREA COMM ASSOCIATION, Old
Schoolhouse, Riverstown, Glanmire, Co. Cork,
T45 W992



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/01/2026



05/03/2026

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](#)



Open your camera
app & point here
to view this ad
online



Office Administrator/Receptionist /Secretary - Riverstown Community Centre - Glanmire

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.

Duties will include: excel, use of internet/email, filing, basic accounts, phone, reception duties, updating bookings/facebook page, liaising with board of management, caretaking staff, clients and patrons using the centre, updating community assoc committee as required and general office duties as required.

Please forward a CV to - angela@glanmireproject.ie

For enquiries: Contact Supervisor: Angela Murphy

Please note eligibility criteria will apply.

<https://jobsireland.ie/en-US/Supportstohelpyoufindwork>

<https://jobsireland.ie/en-US/JIVideos>

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