



- Northside Community Enterprises (NCE Ltd)
- #CES-2430308
- NORTHSIDE COMM ENTERPRISES,
Redemption Road, Cork, Co. Cork, T23 YW62
- 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](#)



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Admin Assistant

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.

Duties to include customer service, telephone work, knowledge of Microsoft Office. The ability to multitask and a flair for attention to detail would be an advantage. Reception duties also included, answering phones, post etc. Applications for this position can be made through your local LES or Intreo Office.

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