



- FERMOY SPORT & CULTURE LIMITED
- #CES-2432656
- Waterside, Ashe Quay, Fermoy, Co. Cork, P61 CF61
- No of positions : 1
- Community Employment Programme
- 19.5 hours per week
- [Community Employment Programme Rates](#)
- 05/02/2026
- 19/03/2026

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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Administration\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.

This position is for Administration/Receptionist.

Main Duties and Responsibilities:

Answering and directing phone calls

Making phone calls

Taking and distributing messages

Maintaining filing systems, filing, archiving and shredding

Photocopying, scanning and sending emails

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