



FERMOY SPORT & CULTURE LIMITED



#CES-2432657



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.

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.

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