

J Youghal Community Employment Ltd #CES-2433586 YOUGHAL CLOCK GATE TOWER, Youghal,
Co. Cork, P36 K662 No of positions : 1 Community Employment Programme 19.5 hours per week [Community Employment Programme Rates](#) 11/02/2026 25/03/2026

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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Administrative Assistant/Receptionist 'Living Youghal' (Youghal Clock Gate Tower & St. Mary's Collegiate Church)

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 will include meeting and greeting visitors at the booking office of the Clock Gate Tower or in St. Mary's Collegiate Church in welcoming manner. Other duties include telephone answering, checking emails, general administration tasks and selling tickets for tours and events, cashing up at the end of your shift. Applicants will be required to work some weekends.

Full training will be provided.

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