



Youghal Community Services Ltd



#CES-2442621



CITIZENS INFORMATION, 128 N Main St,
Youghal, Co. Cork, P36 YD23



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/04/2026



25/05/2026

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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Receptionist Youghal Citizens Information

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 include performing Reception and Administrative duties to ensure the smooth running of the centre and also providing information and advice services to members of the public in relation to their rights and entitlements. CV and Cover Letter to Youghal Community Services Ltd, Enterprise Centre, Emmett Place, Youghal, Co Cork. Contact Linda 0874426649 or 024 81831.

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