



Ballymacoda Ladysbridge DSP CE Scheme



#CES-2452339



THE MIDLETON HUB, Coolbawn, Midleton,
Co. Cork, P25 YC64



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/05/2026



25/06/2026

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 Assistant- Front of House

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Role Overview

The Administration Assistant will act as the first point of contact at The Midleton Hub, providing reception and administrative support while ensuring a welcoming and efficient front-of-house service.

Key Responsibilities

- Greet clients and visitors in a professional and friendly manner
- Manage phone calls, emails, and general enquiries
- Schedule appointments and support practitioners
- Maintain accurate and confidential records (GDPR compliant)
- Provide general administrative support (filing, supplies, etc.)
- Assist with coordination of events and activities
- Ensure reception and office areas are organised and welcoming

Key Skills

- Strong communication and organisational skills
- Ability to handle sensitive information confidentially
- Proficient in Microsoft Office and general IT systems
- Friendly, professional and able to multitask independently

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