



ST. VINCENT'S C.E. PROJECT CLG



#CES-2454825

ROMAN CATHOLIC CHURCH, Ch of the



Ascension, Cathedral Road, Cork, Co. Cork,  
T23 W088



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/06/2026



24/07/2026

## 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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## Office Assistant and Data Entry Clerk

### 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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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.

Duties will include: Communicate project requirements and requests to management, provide clerical office support where applicable.

To be Responsible for maintaining and checking the accuracy of data for assigned projects and dealing with the public.

- **Sector:** human health and social work activities