



Active People Community Group CLG.



#CES-2456030



THE S EASTERN CANCER FOUNDATIO,

The Solas Centre, Williamstown, Waterf, Co.

Waterford, X91 R9VH



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/07/2026



12/08/2026

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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Clerical and Hospitality Duties

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.

Clerical/hospitality position

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

This is a clerical/hospitality position and is in the SOLAS Cancer Support Centre, Williamstown, Waterford. This is a mixed role and the roster will include both aspects of the position.

The administration role includes answering phones, scheduling appointments, maintaining diaries on a computerised system (training will be provided) and word processing.

Hospitality duties are also included in the role and these include reception cover, receiving and directing clients, serving tea/coffee and light kitchen/laundry duties.

- **Sector:** other service activities