



MAYFIELD/OLD YOUGHAL ROAD PROJECT

CLG.



#CES-2457944



TRAVELLER VISIBILITY, Avonbury Court, 25

Lower John Street, Cork, T23 YX50



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/07/2026



24/08/2026

## 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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## Receptionist/Administrative Assistant in the Traveller Visibility Group (TVG)

### 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.

Meet and greet visitors to the service; Record messages and pass to relevant personnel; Take minutes at staff meetings and other meetings as required; Room bookings and preparation; Photocopying and filing; Ordering stationery; Undertake other administrative duties as required by the service.

For more information follow the procedure outlined or contact May Fitzgerald at [m.fitzgerald@moyrp.com](mailto:m.fitzgerald@moyrp.com) or telephone 021 4552244/085 8822673.

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