



Glanmire Area Project CLG



#CES-2466941



20 Saint Patrick's Hill, Cork, Co. Cork, T23

EK84



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



03/09/2026



15/10/2026

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 Administrator/Receptionist /Secretary - Foroige - St.Patrick's Hill

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.

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Duties will include: General Administration duties for the organisation, Knowledge of word, excel etc.. Updating social media platforms, Dealing with enquireis from public via email, phone, face to face, processing invoices when applicable, Recording accounts, filing, ad hoc duties as they arise.

Please forward a CV to - angela@glanmireceproject.ie

For enquiries: Contact Supervisor: Angela Murphy

<https://jobsireland.ie/en-US/Supportstohelpyoufindwork>

<https://jobsireland.ie/en-US/JIVideos>

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