



Tomacork Community Employment Ltd



#CES-2467644



Carnew Training and Dev Ctr, Carnew, Co.

Wicklow, Y14 FW30



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/09/2026



16/10/2026

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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Sales, Marketing & Reception Assistant

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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Job Description

Duties

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

To sell ,market and administer training course to various market sectors, including, Industrial, Service, Retail , Agriculture and socially excluded.

Duties include cold calling, appointment making, training room preparation, collection of fees, research and development into new courses/ training and maintenance of database. Work to agreed targets, provide reception duties and any other ad hoc duties as required.

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