



City Centre Co-ordinating Group CLG



#CES-2467907



CORK DEAF ASSOCIATION, 5 Maccurtain

Street, Cork, Co. Cork, T23 KD39



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/09/2026



19/10/2026

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](#)



Open your camera app & point here to view this ad online



Receptionist/Administrator - Cork Deaf Association

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.

Duties to include: Staffing the front desk, greeting clients on arrival, taking phone calls, running a busy appointment log, taking minutes of meetings and other admin duties required by the Manager.

Applicants must supply suitable character references and have good communication skills.

An interest in, or knowledge of, deaf issues would be an advantage. The successful applicant may avail of free training in basic sign language when classes are available.

To apply, email corkcityast@welfare.ie with your name, and the number of the CE vacancy you are applying for, with the Subject: Nomination CES-(vacancy no.) You will be checked for eligibility and nominated against the vacancy if eligible. If you do not have email, then please ring your local Intreo office and a Case Officer will contact you. PPSN number will be required.

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