



AVONDHU/BLACKWATER PARTNERSHIP

COMPANY LIMITED BY GUARANTEE



#CES-2470550



Spa House, The Spa, Mallow, Co. Cork, P51

FD83



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/09/2026



28/10/2026

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



Tourist Information Rep

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.

Key Responsibilities:

Meeting and greeting visitors to the Tourist Office.

Research and develop knowledge of local and national tourist attractions.

Develop and manage a directory of local tourist attractions, accommodation providers, transport services.

Providing accurate and reliable local tourist information to visitors.

Keeping a log and sign in for all visitors to the Tourist Office.

General administration and reception duties.

Respond to and deal with all enquiries – phone, email.

Typing correspondence, compiling reports, filing and photocopying.

Attending relevant training courses where appropriate.

Liaise with third party organisations to help promote local upcoming events.

Key skills:

Good computer skills

Reception/customer service experience

Good communication skills

Adaptable and flexible

• **Sector:** information and communication

