



ST. VINCENT'S C.E. PROJECT CLG



#CES-2470613

GURRANABRAHER COMM ASSOCIATION,



Parochial Hall, Knockfree Ave, Fairh, Cork,

T23 W08N



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



Clerical / Administration 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.

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 will include:

Dealing with clients

Reception Duties

General Administrative office tasks to the highest possible standard.

Support the preparation and issuing of office documentation (correspondence, reports, etc)

Ensuring all filing is up to date.

Recording and typing minutes of meetings

Recording accounts

Good Standard of verbal and written English

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