



Cornerstone



#CES-2471766



Cornerstone, The Lungy, Sligo, Co. Sligo, F91
RV0D



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/09/2026



05/11/2026

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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Receptionist/Administrator

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.

The Receptionist/ Administrator is responsible for supporting the organisation in a variety of ways.

Including:

Switchboard operation, updating data records on databases and spreadsheets, supporting the reception desk and providing administrative assistance to other staff as required. It is important that the Receptionist/Administrator will maintain a creative and experimental attitude towards change, to continuously improve in the area of reception/admin.

Duties:

Switchboard operation

Managing a diary and ensuring messages are passed on to correct person as soon as possible

Providing administrative assistance

Maintaining spreadsheets and databases

Dealing with public and enquiries – to become familiar with the activities of Cornerstone to enable any enquiry to be dealt with in a friendly, courteous and efficient manner

Maintaining and updating monetary records in accordance with our financial controls

Providing administrative assistance as required with proficient use of application software, word, excel, access, desktop publishing, power point, use of internet and email.

Participate in supervision and departmental meetings with supervisor on a regular basis

General:

Carry out duties in a professional manner

Maintain a welcoming and supportive environment in the office

Work in conjunction with other team members

Fully observe the principle of confidentiality

Be flexible and prioritise workload accordingly

Allocate and manage time efficiently

Adhere to all Health & Safety Regulations as per the organisations Health & Safety Statement and the Safety, Health & Welfare at Work Act, 2005

Participate in agreed programmes of training

Participate in research, analysis and other projects designed to improve working practices, efficiency and effectiveness

Become familiar with and work within the organisations policies and procedures

Carry out any other duties allocated by the line Manager

It is expected that the Receptionist/Administrator will have the ability to stay calm under pressure while having a methodical and thorough approach to work.

The Receptionist/Administrator should have good attention to detail and be organised. Be good at judging tasks and prioritising. Be a good team player and have a desire to show initiative.

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