



Cobh Youth & Social Projects CLG



#CES-2473527



RUSHBROOKE LAWN TENNIS & CROQU,

Rushbrooke, Cobh, Co. Cork, P24 E803



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



05/10/2026



16/11/2026

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](#)



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



Administration Assistant - Cobh Community Centre

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.

This post has a variety of duties which include the following:

Reception Duties:

Telephone Techniques, filing, message taking, recording bookings, shredding, photocopying etc.

Accounts duties:

Creating invoices, record monetary transactions, credit control, lodgments' etc. and filing copies of same.

Marketing duties:

Update and maintain social media sites including Facebook, Twitter etc. Website design and maintenance, create pamphlet for the centre, contact various user groups and update them on community centre information.

To apply for this position please send your CV to:

Cobh Youth & Social Projects CLG

Office 2

The Lodge

Rushbrooke Tennis Club

Cobh

Co. Cork

or

Email: mary.conway@cobhysp.com

or

Telephone: 0858642263

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