



Carrigtwohill Joint Project



#CES-2474808



Main Street, Carrigtwohill, Little Island, Co.

Cork,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/10/2026



24/11/2026

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

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.

The role will include the following duties;

Attending to visitors and dealing with inquiries face to face and on the telephone.

Knowledge of reception skills such as administration and clerical procedures would be an advantage but not essential.

Archiving and system work

Computer literacy and keyboard skills would be an advantage but not essential.

This is a developmental role where tuition, training and on-the-job training will be given leading to recognised accreditation and qualifications. Full training will be given. The role will suit somebody who is happy to work in a team environment, who is flexible and is conscientious.

Please forward your CV and apply now if you think you meet the criteria or contact Mark on 087 1707550.

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