



TULLOW COMMUNITY GROUP CLG



#CES-2355644



Tullow Parish Community Centre, New Chapel Lane, Tullow, Co. Carlow, R93 Y0F8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/09/2024



28/10/2024

## How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

( Search using the scheme reference number and submit your details )

or

Contact a case officer in your [local Intreo Office](#)



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## Admin/Clerical Assistant - Community Employment Scheme

### 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.

You can register your interest by selecting the 'Register your interest' button or 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.

Admin/Clerical Assistant required to work in St. Francis Farm. Duties to include answering telephone, manage the internal and external postal system, referring calls to appropriate departments, participate actively in team meetings, assist the line manager in other duties, manage budgets and client accounts. To attend training sessions, workshops and courses as advised by the line manager/CE Supervisor. Organise and accompany residents to outings.

- **Sector:** financial and insurance activities