



St Vincent De Paul MW



#CES-2356780



Ozanam House, Hartstonge Street, Limerick,
V94 W2D3



No of positions : 4



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/09/2024



05/11/2024

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](#)



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



Information Officer

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.

Based in Ozanam house, we are currently recruiting for an Information Officer/ Receptionist.

The information Officer is a point of contact for service users and members to the society who contact the society by telephone, email, letter or in person who are seeking assistance/ information.

Duties include: General reception and administrative duties. Dealing with all telephone calls for assistance in a timely manner and adequately recording all data/information on data on the database for onward submission to volunteers.

Assisting those in need: Complete assistance requests by taking as much information as possible and inputting same in CRM

Data Protection: Ensure the recording, storage and distribution of client information is in accordance with SVP data protection policy.

CRM Database Management: Responsible for ensuring the accuracy and completeness of data held on the CRM – including the correct assigning of clients to the correct conferences

Skills required:

- Ability to work on own initiative or part of a team
- Excellent communication (Written and verbal) and interpersonal skills
- Proficient in IT – MS Word, Excel , Internet & Email
- Ability to be flexible in approach
- Ability to maintain confidentiality

Please contact CE Supervisor Roisin on:

Roisin.taaffe@syp.ie or 085 863 2928.

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