



KRT Ltd



#CES-2357916



Murrintown Hall, Murrintown , Twentyacres,  
Co. Wexford,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/10/2024



13/11/2024

## 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



## Administrator - CE Scheme - Murrintown Hall

### 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.

### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Responsible for the office and event bookings in Murrintown Hall-

Telephone, Post and Email

Filing, Photocopying and other ad hoc office duties

Assist in preparation for hall events

Assist with accounts paperwork

Taking hall bookings

Closing of facility when and if required

Knowledge of Excel, Word & Email

The position is in the above area.

Please contact your local DSP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy. Job Reference Number will be required.

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