



B.L.C. DEVELOPMENTS COMPANY LIMITED

BY GUARANTEE



#CES-2358033



B.L.C. DEVELOPMENTS LTD., The Barracks,
Ballycumber, Co. Offaly, R35 KC82



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 Village Voice

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.

Duties will include assisting with the publication of the weekly Village Voice newsletter, taking calls, dealing with e-mail and website. General office skills, Microsoft packages. A video on CE can be seen in the 'What's Going On' section of the JobsIreland website

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