



Burgess Community Group Ltd



#CES-2374446



The Governors House, O'Rahilly Street,  
Nenagh, Co. Tipperary, E45 X588



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/01/2025



25/02/2025

## 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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## Tour Guide/Administrator - CE Scheme - Nenagh Heritage Centre

### 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:

- Meeting & greeting members of the public
- General reception duties including answering the phone, taking messages, handling visitor queries
- General administration duties as required including typing letters, updating and filing of records
- Assisting in the delivery of tours of Nenagh Heritage Centre
- Interacting with visitors & providing excellent customer service

For further information please contact Nenagh DSP,

79 Connolly Street, Nenagh - 067 31879

- **Sector:** other service activities