



St. Munchins Community Centre



#CES-2385652



ST LELIA'S COMM CTR, Moylish R,
Ballynanty, Limerick, Co. Limerick, V94 P9D2



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



28/03/2025



09/05/2025

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](#)



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



Administration Assistant

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.

The position will be in the above area. This is a developmental opportunity, no experience is necessary. Accredited training will be provided to support your career. Applicants must supply suitable character references and be prepared to complete a Garda Vetting application form. Duties to include: accounts to be kept using practice as recommended by DSP. Weekly updating of tax deduction cards and payslips. Sorting of post. Filing of wages, materials and training claims to DSP. Also weekly updating accounts payment book and payment of materials invoices.

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