



Community Outreach Team C/o PAUL



Partnership Limerick CLG

#CES-2387928



P.A.U.L. PARTNERSHIP, Unit 25A, The Tait

Bus Ctr, Co. Limerick, V94 WY42



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/05/2025



25/06/2025

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 - PAUL Partnership

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 include:

Reception duties such as taking messages on the phone and dealing with queries from our clients calling to our offices; email messages to staff in a clear and concise manner.

No experience is required but you will be expected to have good time keeping and punctuality. From time to time you may assist other staff members with ad-hoc administration duties. You will have a genuine interest in Training and Development and you will be expected to work towards a Major Award QQI over a 3 Year Period.

The Hours of work are 1 to 5 from Monday to Friday. To apply for this position you only need to contact the CE Supervisor on 061-419388 or call in to the PAUL Partnership office on Dominic Street. Alternatively you may ask

your LAES Caseworker or INTREO Caseworker to put you forward for this vacancy. Note: Garda vetting is not required for this role.

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