



Waterford Combined Community Schemes Ltd



#CES-2400376

WATERFORD DISABILITY NETWORK, Ent



House, New St Ct, New St, Waterford, Co.

Waterford, X91 YN7X



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/07/2025



12/08/2025

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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Office Administrator

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.

To register your interest 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.

Daily tasks Include: Answering telephone calls, updating social media sites, sourcing relevant disability related articles, learning all about disability issues and their effects, dealing with the general public, typing letters, general office administration.

No experience is necessary as full training will be provided. All you need is a keen willingness to learn and to progress. The supervisor will source relevant administrative training to support your career and CV. Working as part of a supportive team.

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