



ST. MARY'S CAMPUS COMPANY LIMITED

BY GUARANTEE



#CES-2402445



SAINT MARY'S PARISH OFFICE, The

Presbytery, Ch R, Nenagh, Co. Tipperary, E45

X522



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/07/2025



25/08/2025

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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Receptionist

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.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Responsible for the administration work for the Parish Team

Meeting and greeting parishioners who call daily to the parish office

Oversee the bookings of Masses , Christenings and Weddings and refer to the Parish team with all other enquiries

Answering phone calls daily and taking messages and referring calls to relevant parties

Compilation of relevant matters and notices to be entered into the weekly parish newsletter

Enter all weekly contributions into the parish database

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