



Burgess Community Group Ltd



#CES-2408553



SILVCER ARCH, 52 Silver Street, Nenagh,

Co. Tipperary, E45 P624



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/08/2025



03/10/2025

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/Administrator - Silver Arch Resource 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.

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Job Description

Duties

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

Duties will include:

1. Meet and greet visitors
2. Answering phone and redirect messages
3. Complete any adhoc duties as required
4. Assist staff with office requirements
5. General office administration as required

For more information please contact DSP Nenagh - (067) 31879

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