



Clare Youth Service



#CES-2411521



Carmody Street, Ennis, Co. Clare, V95 EK75



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/09/2025



22/10/2025

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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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.

To register your interest 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.

Duties: General Administration & Reception duties. Good Communication skills, friendly and approachable manner. Applicant must have a good working knowledge of all computer packages, word, excel, publisher, power point.

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