



Irish Wheelchair Association Waterford City



#CES-2411792



IRISH WHEELCHAIR ASSOCIATION, Unit 1A,
Cleaboy Business Park, Waterford, X91 DEC4



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/09/2025



24/10/2025

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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Office Administration Assistant / Receptionist - IWA Waterford City

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.

There will be an opportunity to work towards QQI and /or Industry Standard qualifications.

Main Duties and Responsibilities (Training will be provided):

- Support the operation of IWA's Community Centres in Waterford City
- Use of email, Printer and Scanner.
- Deal with telephone queries and correspondence.
- Maintain and update paper and electronic files.
- Input Data to IWA Systems.
- Carry out minor accounting tasks.
- Maintain office area to a clean and safe standard.
- Other duties as required.

The ideal candidate will have:

- Good Computer Skills (Microsoft Office Suite)
- Good manner in all customer interactions.
- Teamwork approach to the role.
- Flexible approach to work time and duties.
- Commitment to training and personal development.

For further information, contact John Cullen at Tel:

058 24645 / 085 747 5682.

- **Sector:** human health and social work activities