



West Waterford Community Development

Group Limited

#CES-2426842

St Mary's Parish Office, Mitchel Street,
Dungarvan, Co. Waterford, X35 KD 56

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

05/01/2026

16/02/2026

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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Administrative Secretary St Mary's Parish Church

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

This is a developmental opportunity, some experience necessary. Accredited training will be provided to support your career.

Reception and Customer Care. Strong ability to communicate effectively. Answering calls, taking messages and handling correspondence. Computer literate and proficient in the use of Word, Excel, Desk Top Publishing a distinct advantage, operating in a busy office.

Candidate will receive on the job training to help get used to the office procedures. This is a training opportunity and any training or up skilling needed to enhance existing or new skills will be encouraged.

- **Sector:** information and communication