



FERBANE/BELMONT COMMUNITY



EMPLOYMENT COMPANY COMPANY

LIMITED BY GUARANTEE



#CES-2428669



The Presbytery, Chapel Lane, Ferbane, Co.

Offaly, R42 WY43



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/07/2026



13/08/2026

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](#)



Open your camera app & point here to view this ad online



Office Administrator

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.

Job Description

Duties

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

Keep the accounts up to date and process payroll weekly. Answer the phone/take messages/deal with emails and maintain records & folders to ensure compliance. Other admin duties as assigned.

Must be willing to avail of accredited training which will be provided to support your career.

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