



ST. MARY'S CAMPUS COMPANY LIMITED

BY GUARANTEE



#CES-2429237



CITIZENS INFORMATION, 16 Pearse Street,

Nenagh, Co. Tipperary, E45 HV06



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/01/2026



27/02/2026

## 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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## Assistant Information 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.

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### Job Description

#### Duties

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

To provide correct information to the General Public

Reception duties including phone service

Avail of inhouse CIS training throughout the time on the scheme

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