



SVP Clonmel

#CES-2429376

VINCENT'S, Mulcahy House, Anglesea Street,
Clonmel, Co. Tipperary, E91 X590

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

18/01/2026

01/03/2026

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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Information Officer/Office Admin/Receptionist

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.

We are currently looking to recruit an Information Officer/Office Admin/Receptionist for our office in Mulcahy House, Anglesea Street, Clonmel. Duties will include dealing with customers, receiving and making phone calls, typing, filing and general office duties. If you would like to join our team please contact Maria on 0526123878.

No experience necessary as full training will be given.

- **Sector:** other service activities