



St Vincent De Paul MW

#CES-2430067

 Ozanam House, Hartstonge Street, Limerick,
V94 W2D3

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

21/01/2026

04/03/2026

Information Officer

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.

Based in Ozanam house, we are currently recruiting for an Information Officer/ Receptionist.

The information Officer is a point of contact for service users and members to the society who contact the society by telephone, email, letter or in person who are seeking assistance/ information.

Duties include: General reception and administrative duties. Dealing with all telephone calls for assistance in a timely manner and adequately recording all data/information on data on the database for onward submission to volunteers.

Assisting those in need: Complete assistance requests by taking as much information as possible and inputting same in CRM

Data Protection: Ensure the recording, storage and distribution of client information is in accordance with SVP data protection policy.

CRM Database Management: Responsible for ensuring the accuracy and completeness of data held on the CRM – including the correct assigning of clients to the correct conferences

Skills required:

- Ability to work on own initiative or part of a team
- Excellent communication (Written and verbal) and interpersonal skills
- Proficient in IT – MS Word, Excel , Internet & Email
- Ability to be flexible in approach
- Ability to maintain confidentiality



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Please contact CE Supervisors:

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