



SHINRONE COMMUNITY EMPLOYMENT

LIMITED



#CES-2433129



Shinrone, Birr, Co. Offaly,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/03/2026



30/04/2026

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



Administrative 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.

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.

Answering phone, taking messages, checking and responding to emails, checking invoices, inputting, writing cheques, recording payments made and monies received. Monthly Bank Reconciliation, and Revenue.

Preparing the draft list for Meals on Wheels, liaising with kitchen staff regarding same and ordering of provisions.

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