



Muiriosa Foundation.



#CES-2434401



Triest House, Lea Road, Portarlinton, Co.

Laois, R32 PX65



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



26/03/2026



07/05/2026

### 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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## Administrator (CE Scheme) Portarlinton

### 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.

Basic IT skills, creating, editing and managing files and folders

Word processing and Spreadsheets, Internet and Emails

Maintaining records and use of Office Equipment

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