



ENNIS COMMUNITY EMPLOYMENT



SCHEME COMPANY LIMITED BY

GUARANTEE



#CES-2434883



clare crusaders childrens clinic, Barefield,

Ennis, Co. Clare,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/02/2026



02/04/2026

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](#)



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Administration Assistant - Clare crusaders

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.

Answering phones, emailing clients, filing documents, data entry, use of word and any other administration duties assigned.

- **Sector:** information and communication