



Cliffords Welfare Services Limited by

Guarantee



#CES-2435498



Saint Bridget's Centre, Roche's Road,

Wexford, Co. Wexford, Y35 Y4EP



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/02/2026



07/04/2026

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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Office Administrator

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.

Candidates must display an interest in working in a busy office setting.

Some basic skills desirable but full training given on the job

Duties to include answering phone, ,emails and dealing with callers to the centre

Filing, letter writing, are part of duties

Management may request you attend meetings etc

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