



SVP Clonmel



#CES-2437688



VINCENT'S, Mulcahy House, Anglesea Street,  
Clonmel, Co. Tipperary, E91 X590



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/03/2026



21/04/2026

### 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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## Information Officer/Office Admin/Receptionist

### 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.

We are currently looking to recruit an Information Officer/Office Admin for our office in Clonmel. Duties will include making and receiving phone calls, dealing with visitors, typing, using microsoft office, filing and general office duties. No experience is necessary as full training will be given. If you wish to apply for this position please contact Maria on 0526123878.

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