



Community Outreach Team - Limerick City

Partnership



#CES-2437753



P.A.U.L. PARTNERSHIP, Unit 25A, The Tait

Bus Ctr, Co. Limerick, V94 WY42



No of positions : 2



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](#)



Open your camera app & point here to view this ad online



## Administration Assistant CE Scheme

### 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.

The role involves reception duties, take messages on the phone and deal with queries from our Clients calling to our offices, manage whereabouts/location of staff using our shared Calendar system. You will also assist other staff members with ad hoc administration duties from time to time. You will have a genuine interest in Training and Development and will be expected to work towards a Major award over a 3 year period. Please Note: Garda vetting is not required for this role; Hours of work are 1 to 5 from Monday to Friday. If you are interested in this role, all you have to do is contact the CE Supervisor on 061-419388 to apply, you may also ask your LAES Caseworker or INTREO Caseworker to put you forward for the position..

- **Sector:** information and communication