



B.I.L.D Ltd



#CES-2442489



BORRISOLEIGH PARISH COMM CTR, Pallas  
Street, Borrisoleigh, Co. Tipperary, E41 FF84



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/04/2026



25/05/2026

## 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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## Scheme Secretary

### 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.

Day to day running of scheme office to include using computer, photocopier, filing, sorting invoices, preparing payroll, looking after callers, and assisting supervisor with paperwork.

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