



ACGV Ltd. c/o Duneske Leisure Centre



#CES-2442965



Cahir, Townspark, Co. Tipperary,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/04/2026



27/05/2026

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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Carebears Childcare Centre Administrator - 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.

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.

Dealing with the public, answer the telephone, carry out internet research for manager and staff, keep account of daily cash, carry out research for purchases, order resources as requested, complete monthly invoices for payment, keep accurate accounts, carry out photocopying and laminating, support manager and be flexible to staff needs. Please contact your local DSP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy. Job Reference Number will be required.

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