



Moville Parish CE Scheme Ltd



#CES-2445750

SERENITY HOUSE LEARNING CENTRE, 2



Montgomery Terrace, Moville, Co. Donegal,

F93 Y138



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/05/2026



12/06/2026

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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Clerical Assistant/Administrator Serenity House Moville

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.

Providing support to the day to day running of the office. Basic office duties including, filing, copying, record keeping, takings bookings and answering the phone.

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