



St Vincent De Paul MW



#CES-2445963



SVP, Ozanam House, Hartstonge Street,
Limerick, Co. Limerick, V94 W2D3



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/06/2026



23/07/2026

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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Administrator / Bookkeeper

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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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.

Administrator/Bookkeeper required for our busy office based in Ozanam House, Limerick. This position is ideal for someone looking to further develop their administrative and bookkeeping skills through training and participation in relevant courses, with the opportunity to work towards achieving a major QQI qualification while gaining valuable experience in a supportive and friendly working environment.

Please contact Roisin on 085 8632928 or Gail on 085 2196964

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