



St Vincent De Paul MW



#CES-2445963



VINCENT'S, 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](#)



05/05/2026



16/06/2026

## 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](#)



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



## 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.

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.

Administrator/Bookkeeper required for our busy office based in Ozanam House, Limerick. This role is ideal for someone who would like to develop their skills and experience in an Administrator / Bookkeeping role. Working closely with the CE Supervisor, you will be responsible for all day to day administration in a friendly, busy office. Your work will include filing, telephone and working on the computer. 6 Month Role Please contact Gail on 085 2196964 or Roisin on 085 8632928 to discuss.

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