



Knockanrawley Resource Centre



#CES-2446052



BRÚ BORU, The Kiln, Cashel, Co. Tipperary,

E25 YE89



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](#)



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Clerical Assistant

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.

Entry of genealogy records on private database, instruction on how to use database to search primary source records for the South Tipperary area when required, assistance with any clerical/office work either manual or computerised carried out in the centre from time to time.

Assisting with answering phones and dealing with customers where required.

This position will suit a person with computer experience and an interest in historical records.

This is a developmental opportunity. Accredited training will be provided to support your career.

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