



TULLOW COMMUNITY GROUP CLG



#CES-2447333



Tullow Parish Community Centre, New Chapel Lane, Tullow, Co. Carlow, R93 Y0F8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/07/2026



20/08/2026

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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Personal /Admin Assistant - 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.

Person required to work alongside Cheshire Management Team to provide administrative and clerical support.

Main Duties and Responsibilities:

- Answering and directing phone calls
- Making phone calls
- Taking and distributing messages
- Reviewing and updating files and records
- Receiving, sorting and distributing incoming post
- Maintaining filing systems, filing, archiving and shredding
- Photocopying, scanning and sending emails
- Preparing and sending outgoing mailings and packages
- Typing documents and correspondence
- Keeping office area neat and tidy

Garda Vetting required.

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