



NTDC



#CES-2449436

AUTISM AWARENESS ROSCREA, Finnara



House, Rosemary Sq, Roscrea, Co. Tipperary,
E53 DN34



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/05/2026



02/07/2026

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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Administrators / Play Facilitators

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.

Maintaining reception area to company standard • Dealing with client/customer queries both in person and on the phone • Managing visitors book in and out • Ensuring messages are taken competently and forwarded to those concerned. • Responsible for post mail in and out & incoming email information that needs to be communicated. • Typing and distributing any letters/Memos as requested by supervisor. • Sending emails as requested. • Ordering office supplies & receiving goods, ensuring they are correctly dispatched internally. • Keeping up-to-date copies of all admin documents as required at reception • Emailing, shredding, Photocopying • Faxing & filing as required. • Assisting with Developmental play and organising other recreational events for children and young adults in Autism Awareness Roscrea Town Co. Tipperary

Ag cothú limistéar fáilte de réir caighdeán na cuideachta • Ag déileáil le fiosrúcháin cliant/árgcustaiméirí, go pearsanta agus ar an bhfón • Ag bainistiú leabhar cuairteoirí isteach agus amach • Ag cinntiú go mbaintear teachtaireachtaí go ciallmhar agus go gcuirtear iad ar aghaidh chuig iad siúd a mbaineann sé leo • Freagrach as poist isteach agus amach & eolas ríomhphoist isteach a gcaithfear a chur in iúl • Ag cló agus dáileadh aon litricí/Meamraim mar a iarrtar ag an maoirseoir • Ag seoladh ríomhphoist mar a iarrtar • Ag ordú soláthairtí oifige & ag fáil earraí, ag cinntiú go ndéantar iad a sheachadadh i gceart go laistigh den eagraíocht • Ag coinneáil cóipeanna cothrom le dáta de gach doiciméad riaracháin mar a éilítear sa fáilte • Ríomhphoist, déanamh doiléir, Cóipchur • Facsáil & comhadú de réir mar is gá • Cuidiú le súgradh forbartha agus eagraíocht imeachtaí eile spráilúla do pháistí agus do dhaoine óga i nAithne Autism, Baile Ros Cré, Co. Thiobraid Árann

- **Sector:** other service activities