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Intreo

Employment, Development & Information Centre

#CES-2450065

EDI CENTRE, 11A1 Mastertech Bus , Athlone Rd, Longford, Co. Longford, N39 Y0F4

No of positions : 1

Community Employment Programme

19.5 hours per week

Community Employment Programme Rates

05/08/2026

16/09/2026

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

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.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties to include:

To assist all clerical duties of the EDI Centre

To support all services within the EDI Centre. Assisting unemployed people with their job search.

Organizing and facilitating job search mornings each week.

Skills to develop and type CV's for clients.

Support clients with interview preparation.

Please contact Nicola / Marie on 0874137796 or email nicola.mullervy@edilongford.ie / mariemcgurran@edilongford.ie

- **Sector:** other service activities