



NTDC



#CES-2450590



Age Friendly, The Courthouse, Gaol Road,
Roscrea, Co. Tipperary, E53 TD51



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



28/05/2026



09/07/2026

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](#)



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



Administrative Assistant at Age Friendly, Roscrea

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.

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Job Description

Duties

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

Included in this position • 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 the room booking process for board room • 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 e.g., termination forms, etc... • Preparation of interview/ induction pack for new employees (details of what's required are on file) • Emailing, shredding, Photocopying • Faxing & filing as required.

To apply, contact your local intreo office or email mt.ryan@ntdc.ie

Láimhseáiltear sa phost seo • Cothabháil an limistéir fáilte de réir caighdeán na cuideachta • Déileáil le fiosrúcháin chliaint/chustaiméirí go pearsanta agus ar an bhfón • Bainistíocht leabhar fáilte na naoine cuairteoirí isteach agus amach • A chinntiú go nglactar le teachtaireachtaí go cáilíochtúil agus go ndéantar iad a chur chuig na daoine ábhartha. • Freagrach as próiseas áirithinte seomra don sheomra boird • Freagrach as poist isteach agus amach & faisnéis ríomhphoist isteach a theastaíonn a chur in iúl. • Clóscríobh agus dáileadh litir/nótaí aonair de réir iarrata an mhaor. • Ag seoladh ríomhphoist de réir iarrata. • Ordú a chur d'earraí oifige & earraí a fháil, ag cinntiú go ndéantar iad a sheachadadh go ceart go inmheánach. • Cóipeanna cothrom le dáta de gach doiciméad riaracháin a choinneáil de réir mar a éilítear sa fáilte, m.sh., foirmeacha scor, srl... •

Ullmhúchán pacáiste idirbhirt/iontrála do fostaí nua (le sonraí faoi na riachtanais atá ar fáil) •

Ríomhphostáil, scriosadh, Grianghrafadóireacht • Facsáil & comhadú de réir riachtanas.

Chun iarratas a dhéanamh, déan teagmháil le do oifig áitiúil Intreo nó seol ríomhphost chuig

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