



Arra Development Co



#CES-2451113



Newcastle West, Co. Limerick,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/06/2026



14/07/2026

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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Secretary/Book Keeper

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.

Candidates must have a good working knowledge of office account systems, Microsoft Excel and Word. Previous work experience in a book keeping role would be of advantage. Contact details: Tina - 0879758873, Olga - 0862150729.

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