



CARRON AND NEW QUAY EMPLOYMENT  
COMPANY LIMITED



#CES-2452043



New Quay, New Quay, Burrin, Co. Clare, H91  
W6FD



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/06/2026



19/07/2026

## 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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## Office Administrator

### 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.

Filing, book keeping, preparing wages, communication and all office related duties.

A knowledge of computers would be very beneficial.

- **Sector:** other service activities