



The Limerick Civic Trust Ltd.



#CES-2453479



LIMERICK CIVIC TRUST, Bishop's Palace, Ch
, King's Island, Limer, Co. Limerick, V94 FWP5



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



15/06/2026



27/07/2026

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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Administrative Assistant - Bishop's Palace, Limerick

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.

Duties will include but are not limited to::

Handling phone and email enquiries.

Taking messages and redirecting calls where required.

Assisting colleagues and supervisors wherever possible.

Filing.

Candidates must be willing to work flexible hours.

Essential:

Knowledge of Microsoft Word, Outlook, Excel and PowerPoint.

Willingness to undertake training and develop new/existing skills.

Desirable:

Interest in local history and heritage.

Interest in blogging.

Knowledge and experience in using social media, e.g., LinkedIn, Instagram.

Knowledge of payroll and accounts.

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