



BALLINGARRY (THURLES) COMMUNITY
DEVELOPMENT LIMITED



#CES-2453751



CITE CENTRE, Unit 1, Slieveardagh Cite, Ent
Ctr, Ballingarry, Co. Tipperary, E41 K091



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/06/2026



28/07/2026

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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Administrator - CE Scheme (Ballingarry, (Thurles))

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 include:

Provide administration assistance to the general manager as required. Updating and maintaining Surf computerised accounts. General support of service users, i.e. wifi access etc. dealing with front of house, office services queries. Maintenance of training room. Upkeep of PCs, turning on and off and updating PCs. Based in Ballingarry (Thurles)

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