



Enable Ireland - Limerick



#CES-2455153



ENABLE IRELAND, Teach Saoirse, Joe Daly
Road, Nenagh, Co. Tipperary, E45 HH39



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/07/2026



31/08/2026

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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online



Reception-Admin Assistant - CE Scheme

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

Duties associated with the position of Secretary/Administrator/Book-keeper.

Answering the telephone and putting calls through to various sections or people.

Recording and retrieving information on computer. Setting up / completing Spreadsheets and Banking Transactions.

Receiving visitors, recording their arrival / departure and escorting them to the appropriate section or office.

Any other duties considered appropriate by the C.E. Supervisor or Admin. Manager. This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

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