



ST. SCIRE COMMUNITY EMPLOYMENT

COMPANY LIMITED



#CES-2457656

ST SCIRE COMM EMPLOYMENT SCHEM,



Castletown, Delvin, Co. Westmeath, N91

HR02



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/08/2026



02/10/2026

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

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.

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Duties to include: Dealing with calls, emails and other queries. Preparation and processing of weekly payroll, revenue returns, maintenance of books of accounts, bank reconciliations, materials and wages claims. Typing filing, scanning and other jobs that may be assigned.

For eligibility please contact your local INTREO office. For further information please contact Clarissa at 044 9664931 or clarissa@stscirece.ie

A video on CE can be seen in the 'What's Going On' section of the JobsIreland website, at end of Homepage.

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