



Enable Ireland Clare



#CES-2459495



Clon Road, Ennis, Co. Clare, V95 CV06



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/07/2026



02/09/2026

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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Administration Manager Clon Road Ennis

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.

To be employed as an Administrative Assistant to the C. E. Supervisor on the Community Employment Project in the Enable Ireland Centre, Clon Rd Business Park, Clon Road, Ennis Co. Clare. Garda / Police clearance will also be required.

Duties Will Include:-

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

Typing, photocopying, filing/archiving, scanning and general office duties.

Assisting with timesheet collection and collation.

Preparation of accounts material for delivery to Accounts department for payments.

Recording and retrieving information on computer. Setting up / completing Spreadsheets and Word documents.

Any other duties considered appropriate by the C.E. Supervisor or Admin. Manager.

- **Sector:** human health and social work activities