



Southill After Schools Club Ltd



#CES-2460492



265 Avondale Court, Donough O'Malley Pk,
Limerick, Co. Limerick,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



28/07/2026



08/09/2026

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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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.

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.

Administrative assistant to work in a friendly and supportive office—this is a developmental opportunity, and no experience is necessary. All training will be paid for. You will learn how to use various office machines, operate payroll, and use an accounting system. For those who are interested, there will also be an opportunity to learn how to use the Early Years Hive childcare system, the online banking system, and Revenue.

19.5 hours a week. Mornings.

- **Sector:** education