



NTDC



#CES-2460758



Nenagh Ctc, Saint John's Place, Nenagh, Co.

Tipperary,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/07/2026



09/09/2026

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](#)



Open your camera app & point here to view this ad online



IT and community Admin 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.

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.

We are offering a supported learning opportunity for a motivated and organised person who would like to develop skills in I.T. support and administrative work within an education centre.

This role is designed to help the successful candidate build confidence, gain recognised training, and develop practical workplace skills, while supporting the efficient day-to-day operation of our centre. You will work as part of a team in a positive learning environment and receive guidance, mentoring, and training throughout your time in the role.

What You Will Learn and Do

With support and training, you will gradually learn how to:

- * Provide basic I.T. support to staff (e.g. logging issues, basic troubleshooting)
- * Assist with computer setup, printers, and office equipment
- * Use common office software (email, word processing, spreadsheets)
- * Support data entry, record keeping, and filing (digital and paper)
- * Assist with reception, phone calls, and email correspondence
- * Follow data protection and confidentiality procedures
- * Support online systems, learning platforms, or databases
- * Assist with ordering supplies and maintaining office organisation

Additional Information

- * Garda Vetting is required
- * This role includes mentoring, guidance, and structured on-the-job learning

* This opportunity is suitable for someone who enjoys working with technology, administration tasks, and supporting others, and who wants to develop transferable skills in a supportive learning environment . To apply, please contact mt.ryan@ntdc.ie

Táimid ag tairiscint deiseanna foghlama tacaíochta d'eanamh duine spreagtha agus eagraithe a mhaitheadh scileanna a fhorbairt i dtaca le tacaíocht TFC agus obair riaracháin laistigh de lárionad oideachais.

Tá an ról seo deartha chun cabhrú leis an iarrthóir rathúil muinín a thógáil, traenáil aitheanta a fháil, agus scileanna praiticiúla sa áit oibre a fhorbairt, agus tú ag tacú le hoibríú éifeachtach laethúil ár lárionaid. Oibreoidh tú mar chuid de fhoireann i dtimpeallacht foghlama dhearfach agus gheobhaidh tú treoir, meantóireacht, agus traenáil le linn do thréimhse sa ról.

Cad a Mhúinfidh Agus a Dhéanfa

Le tacaíocht agus traenáil, foghlaimoidh tú de réir a chéile conas:

* Tacaíocht bhunúsach TFC a sholáthar do fhoireann (m.sh. fadhbanna a chur i logáil, fiúntas bunúsach a réiteach)

* Cabhrú le socrú ríomhairí, printéirí agus trealamh oifige

* Bogearraí oifige coitianta a úsáid (r-phoist, próiseáil focal, bileoga oibre)

* Tacú le iontráil sonraí, coimeád taifead, agus comhaid a shocrú (digiatúil agus páipéar)

* Cabhrú le fáiltiú, glaonna Teileafóin, agus ríomhphost

* Treoracha maidir le cosaint sonraí a leanúint nósanna imeachta rúndachta * Tacú le córais ar líne, ardáin foghlama, nó bunachair shonraí * Cuidiú le háirithint soláthairtí agus cothabháil eagraíocht oifige Eolas Breise * Tá Fíorú Garda riachtanach * Cuimsíonn an ról seo meantóireacht, treoir, agus foghlaim struchtúrtha ar an bpost * Tá an deis seo oiriún

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