



St. Munchins Community Centre



#CES-2462252



ST LELIA'S COMM CTR, Moylish R,
Ballynanty, Limerick, Co. Limerick, V94 P9D2



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/08/2026



15/09/2026

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 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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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.

The position will be in the above area. Applicants must supply suitable character references and be prepared to complete a Garda Vetting application form. Duties to include: accounts to be kept using practice as recommended by DSP. Weekly updating of tax deduction cards and payslips. Sorting of post. Filing of wages, materials and training claims to DSP. Also weekly updating accounts payment book and payment of materials invoices.

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