



Limerick Youth Service



#CES-2462318



Glentworth Street, Limerick, Limerick,



No of positions : 2



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](#)



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



Administrative Assistant - Northside Youth Space

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.

For 6 months

Duties: Answering Telephone queries / manning switch board.

Inputting data. Dealing with general enquiries, meeting with visiting groups. Maintaining a well organised Filing System. Work as part of a team. Processing orders. Using office equipment e.g. laminator, guillotine, binding unit, photocopiers. General correspondence. Must have IT skills, a pleasant and professional phone manner, good organisational skills and an ability to use initiative when necessary. Good command of written and oral English are a necessity for the role.

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