



Limerick Youth Service



#CES-2462319



Co. Limerick,



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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Administrative Assistant City Centre

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.

Duties: Answering Telephone queries / manning switch board.

Inputting data. Photocopying, printing, scanning and typing of Documents. Maintaining a well organised Filing System. Work as part of a team. Collating learner attendance records for submission to Accounts. Processing orders. Using office equipment e.g. laminator, guillotine, binding unit, photocopiers. Typing up monthly reports. Sending out letters. A thorough knowledge of all MS applications required. Must have excellent organisational skills and an ability to use initiative when necessary.

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