



SVP Clonmel



#CES-2464819



VINCENT'S, Mulcahy House, Anglesea Street,
Clonmel, Co. Tipperary, E91 X590



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/08/2026



30/09/2026

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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Information Officer/Office Admin/Receptionist

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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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

We are currently looking to recruit an office administrator/receptionist for our office in Mulcahy House. Duties will include typing, using a computer, answering and making phone calls, dealing with general public and general office duties. No experience necessary as full training will be given. If you are interested in this position please contact Maria on 0526123878.

- **Sector:** other service activities