



TIPPERARY CENTRE FOR INDEPENDENT



LIVING COMPANY LIMITED BY

GUARANTEE



#CES-2464914



40 Irishtown Upper, Clonmel, Co. Tipperary,

E91 PW90



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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Administrative 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.

Duties include:

- Reception & general office duties
- Computer skills in Word/Excel/Outlook
- Emailing
- Keeping accounts
- Invoicing
- **Sector:** other service activities