



SVP CE Scheme Ltd



#CES-2465279

SOCIETY OF ST VINCENT DE PAUL, Saint



Michael's Hall, Grn St, Wexford, Co. Wexford,
Y35 H7XK



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/08/2026



02/10/2026

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.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

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

This position is 19.5 hours per week and based in St Michaels Hall, Thomas Street, Wexford.

Duties to include:

Answering telephone. Dealing with clients of the Society, volunteers and staff.

Written correspondence. Post and filing.

Taking bookings for groups renting rooms, invoicing and receipting.

Previous knowledge of computers necessary.

- **Sector:** other service activities