



Glenquin Connello Development



#CES-2465486



Glenquin Connello, Kilmeedy, Co. Limerick,
V42 AP96



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/08/2026



05/10/2026

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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Office Administrator - Glenquin Connello Development Ltd

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.

Duties to include computer work (ECDL standard), Bookkeeping and general office admin. Bookkeeping experience an advantage. Knowledge of Thesaurus wage package an advantage. The position will be in the above area. This is a developmental opportunity, no experience is necessary. Accredited training will be provided to support your career.

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