



MBLL COMMUNITY DEVELOPMENT CO.
LIMITED



#CES-2465680



FÁILTE IRELAND, Thurles Tourist off, Lár Na
Pairce, Co. Tipperary, E41 C6W8



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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online



Admin Assistant-Thurles Tourist Office

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.

General admin duties to include; answering the telephone, dealing with emails, meeting and greeting visitors to the office and assisting with queries. Assisting with gathering info on various local tourist attractions and upcoming events being held in the area. Guided Tours of the GAA Museum. PC/IT skills would be desirable.

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