



ST. MARY'S CAMPUS COMPANY LIMITED

BY GUARANTEE



#CES-2468309



PASTORAL DEVELOPMENT OFFICE,

Nenagh Pastoral Ctr, St Flannan St, Nenagh,

Co. Tipperary, E45 YX06



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/09/2026



21/10/2026

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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Receptionist in the Pastoral Centre

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.

Responsible for all the administration and book keeping in the Pastoral Centre

Meet and greet clients and organise the diary around bookings

Compile invoices for room rental

Promote and organise events around availability of the building

Attend relevant training and other mandatory courses

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