



Mount Leinster Region Ltd



#CES-2468337



Ballon Business & Training Centre, Ballon, Co.
Carlow,



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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Office Administrator

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.

You will work as part of a team and your duties will include the taking of bookings, dealing with petty cash and online customers, organising classes in rooms and general office administration. Cleaning of the office and various rooms in the Centre as required.

- **Sector:** other service activities