



NTDC



#CES-2468412



NTDC, Liffey Building, Main Street, Roscrea,  
Co. Tipperary,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/09/2026



23/10/2026

## 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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## CE Administrator, NTDC

### 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.

1. Duties and responsibilities: Greeting and directing visitors, answering phone inquiries and handling queries in a courteous, professional manner 2. Ensuring office supplies are maintained 3. Ensuring the confidentiality and security of files and filing systems 4. Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary company news and information 5. Operating copy equipment, scanning documents, printers or other equipment necessary 6. Supporting the community employment supervisor in a verity of administration duties. 7. Answering emails, following up with participant times sheets. Supporting the meals and wheels admin driver routes/cash received and banking. For more information please contact [mt.ryan@ntdc.ie](mailto:mt.ryan@ntdc.ie) To apply for the position contact your local intreo office.

Is deis fhorbartha í seo, níl aon taithí riachtanach. Cuirfear oiliúint chreidiúnaithe ar fáil chun tacú le do ghairm bheatha. 1. Dualgais agus freagrachtaí: Fáilte a chur roimh chuairteoirí agus iad a threorú, fiosrúcháin teileafóin a fhreagairt agus ceisteanna a láimhseáil ar bhealach cúirtéiseach, gairmiúil 2. A chinntiú go gcoimeádtar soláthairtí oifige 3. Rúndacht agus slándáil comhad agus córas comhdúcháin a chinntiú 4. Sceidil a chomhordú, cruinnithe a shocrú, meamraim agus tuarascálacha a dháileadh agus a chinntiú go gcoimeádtar gach duine ar an eolas faoi nuacht agus faisnéis riachtanach na cuideachta 5. Trealamh cóipeála a oibriú, doiciméid, printéirí nó trealamh eile is gá a scanadh 6. Tacaíocht a thabhairt don mhaoirseoir fostaíochta pobail i réimse dualgas riaracháin. 7. Ríomhphoist a fhreagairt, obair leantach a dhéanamh le bileoga ama rannpháirtithe. Tacaíocht a thabhairt do riarthóir na mbéilí agus na rothaí, bealaí/airgead tirim a fuarthas agus baincéireacht. Le haghaidh tuilleadh eolais, déan teagmháil le [mt.ryan@ntdc.ie](mailto:mt.ryan@ntdc.ie) Chun iarratas a dhéanamh ar an bpost, déan teagmháil le d'oifig intreo áitiúil.

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