



NTDC



#CES-2468415

AUTISM AWARENESS ROSCREA, Finnara



House, Rosemary Sq, Roscrea, Co. Tipperary,
E53 DN34



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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Administrators / Play Facilitators AAR

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.

Maintaining reception area to company standard • Dealing with client/customer queries both in person and on the phone • Managing visitors book in and out • Ensuring messages are taken competently and forwarded to those concerned. • Responsible for post mail in and out & incoming email information that needs to be communicated. • Typing and distributing any letters/Memos as requested by supervisor. • Sending emails as requested. • Ordering office supplies & receiving goods, ensuring they are correctly dispatched internally. • Keeping up-to-date copies of all admin documents as required at reception • Emailing, shredding, Photocopying • Faxing & filing as required. • Assisting with Developmental play and organising other recreational events for children and young adults in Autism Awareness Roscrea Town Co. Tipperary

Ag cothú limistéar fáilte de réir caighdeán na cuideachta • Ag déileáil le fiosrúcháin cliant/árgustaiméirí, go pearsanta agus ar an bhfón • Ag bainistiú leabhar cuairteoirí isteach agus amach • Ag cinntiú go mbaintear teachtaireachtaí go ciallmhar agus go gcuirtear iad ar aghaidh chuig iad siúd a mbaineann sé leo • Freagrach as poist isteach agus amach & eolas ríomhphoist isteach a gcaithfear a chur in iúl • Ag cló agus dáileadh aon litricí/Meamraim mar a iarrtar ag an maoirseoir • Ag seoladh ríomhphoist mar a iarrtar • Ag ordú soláthairtí oifige & ag fáil earraí, ag cinntiú go ndéantar iad a sheachadadh i gceart go laistigh den eagraíocht • Ag coinneáil cóipeanna cothrom le dáta de gach doiciméad riaracháin mar a éilítear sa fáilte • Ríomhphoist, déanamh doiléir, Cóipchur • Facsaíl & comhadú de réir mar is gá • Cuidiú le súgradh forbartha agus eagraíocht imeachtaí eile spráíula do pháistí agus do dhaoine óga i nAithne Autism, Baile Ros Cré, Co. Thiobraid Árann.

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