



ENNISCORTHY COMMUNITY ALLIANCE CE



#CES-2471638



Captain Wafer Hall, Spring Valley, Enniscorthy,
Co. Wexford, Y21 A242



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/09/2026



04/11/2026

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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Admin Support

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties to include greet and direct visitors in a courteous manner.

Managing incoming calls and inquiries.

Opening and closing of facilities and upkeep of same. Support the facilities booking systems.

Co-ordinate schedules and arrange meetings. Distribute memos and report to staff for company updates.

Respond to e-mails and general correspondence promptly.

Work with team members to support daily office operations.

Perform additional admin and office tasks when required.

Ensure confidentiality re-filing system, social media, monitoring and some contact creation.

Proficiency in Microsoft Word and Excel and Google Office suite will be an advantage.

Training will be provided while on CE Scheme.

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