



Rathfredagh Cheshire Home



#CES-2471828

RATHFREDAGH CHESHIRE HOME,



Rathfredagh, Castlemahon, Co. Limerick, V42

RW63



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/09/2026



05/11/2026

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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Administrative Assistant

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.

Receiving and greeting callers, filing, photocopying, answering phones, delivering post and general office duties binding, setting up files, updating policies and procedures.

This position will involve working with the team based in Rathfredagh Cheshire Home.

It will be a front of office position dealing with the public and general office administration duties.

This position is for 19.5 hours per week as part of the Community Employment scheme.

No experience is necessary and full training will be provided.

Location is based 7 minutes by car from Newcastle West

Transportation can be provided to Rathfredagh

Please contact your local INTREO office to check your eligibility and to apply for the position.

Alternatively contact the Community Employment scheme Supervisor, Bernadette Harrington on 086 3867898 who can assist you with your application.

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