



ENABLE IRELAND DISABILITY SERVICES

LIMITED



#CES-2473648



ENABLE IRELAND, Unit 1/2, St Laurence,
Lota Pk, Glanmire, Co. Cork, T23 TWP6



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/10/2026



17/11/2026

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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Administration Support Worker, Enable Ireland

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.

Position available as Administration Assistant with Enable Ireland. This role maybe suitable for anyone wishing to work in medical/clinical clerical work or Customer Service/Call Centre roles.

Duties include but are not limited to the following areas:

General Office Tasks

Typing

Filing

Laminating

Photocopying

Data Handling and Processing

Use of Computers & IT Software - Microsoft Office, (word, Excel - email), Intranet & Internet

Frontline Reception Duties

Switchboard Operations

Message recording and delivery

Skills required -

Good Literacy and Numeracy skills

Good Interpersonal Skills

Good Communication Skills

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