



The Limerick Civic Trust Ltd.



#CES-2474553



LIMERICK CIVIC TRUST, Bishop's Palace, Ch
, King's Island, Limer, Co. Limerick, V94 FWP5



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/10/2026



23/11/2026

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 - Bishop's Palace, Limerick

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.

Duties will include but are not limited to:

Handling phone and email enquiries.

Taking messages and redirecting calls where appropriate.

Assisting colleagues and supervisors wherever needed.

Ordering office supplies.

Filing.

Essential:

Willingness to work flexible hours.

Knowledge of Microsoft Word, Excel, and PowerPoint.

Willingness to undertake training and develop known/existing skills.

Desirable:

Interest in local history and cultural heritage.

Knowledge and experience in events organisation is desirable.

Experience in accounts and payroll.

Experience in use of social media.

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