



Waterford Combined Community Schemes Ltd



#CES-2474942



St. Patrick's Gateway Centre, Patrick Street ,
Waterford, Co. Waterford, X91 YX61



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/10/2026



24/11/2026

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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Office Administrator

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.

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Accredited training in a number of key areas will be provided to support your career.

General office administration, scanning, sending emails, answering calls, recording all incoming and outgoing calls and post, general office upkeep and housekeeping.

Ensure that visitors attending the office are recorded on a daily basis •

This is an excellent opportunity to gain invaluable work experience and complete a range of training in administration.

Full Training will also be provided within the role

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