

Role Advertisement

Administrator Mullingar

Caring in Offaly (CE Scheme) (ref: #CES-2260504)

Family Carers Ireland (FCI) is *the* national charity supporting over 500,000 family carers across the country who dedicate their lives to caring for loved ones such as children or adults with physical or intellectual disabilities, frail older people, those with palliative care needs or those living with chronic illnesses or addiction. We provide a range of services and supports for family carers nationally from our local support centres.

Community Employment Programme

Caring in Offaly (CE Scheme) (ref: #CES-2260504, closing 21/02/2023 - Community Employment Programme

Details

- Scheme Category: **Administrator**
- Scheme Location: **Mullingar, Co. Westmeath, Ireland**
- Contract Type: **Temporary**
- Job Type: **Community Employment**
- Start date: **To Be Confirmed** End date: **To Be Confirmed**
- Hours per week: **19.5 Hours**
- Positions: **1**
- Salary Type: **Community Employment Programme Rates**

Duties Will Include

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

- Deal with all incoming telephone calls and refer to appropriate staff member.
- Keep record of all calls and refer messages to appropriate person.
- General administrative duties filing, typing, photocopying, scanning, use Microsoft Excel and Word.

Application Process

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.

You can register your interest by contacting a case officer in your local Intreo Centre.

Applicants should supply suitable character references

Family Carers Ireland is an Equal Opportunities Employer