



Re Administration Assistant – CE Scheme Ref: CES 2073339

Duties to include: General office duties, deal and reply to queries and bookings, timetable bookings and update Grainstore calendar, record payments. This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career. Garda Vetting is required.

Eligibility to participate on CE is generally linked to those who are 21 years or over and applicants must also be in receipt of a qualifying Irish social welfare payment for 1 year or more.

Location: Grainstore, Youth Arts Facility, Cabinteely, Dublin 18

Job Title: Administration Assistant

Hours: 19.5hrs /week

Skills Required: No experience necessary as full training will be provided.

Contact: Local Intreo Office / LES

Mary Dempsey

Assist. CE Supervisor

Community Resource Development Project

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