

Administrator / Receptionist

Duties to include:

Assist the Older Peoples Council with administration duties, attend minutes, take notes and distribute as required. Assist with phone queries, type and file. Assist the OPC & play an active role in the daily activities. This is a development opportunity and full training will be given.

Location: Loughlinstown.

Job Title: Administration Assistant. Older Peoples Council

Hours: **19.5hrs week**

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

Ref: [CES-2191060](#)

Contact: Local Intreo Office / LES

Edel Kinsella

Community Employment Supervisor

Dun Laoghaire Rathdown Community Employment Scheme.

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