



Jobs Ireland
WHERE JOBSEEKERS GO

Re Administration Assistant CE Scheme

Ref: ref: #CES-2209654

Duties to include: Provide a professional and courteous front of house service, greeting and welcoming facility users. General administration duties.

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: Mounttown Community Facility

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

CE Supervisor

Dun Laoghaire Rathdown CE Scheme

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**An Roinn Gnóthaí Fostaíochta
agus Coimirce Sóisialaí**
Department of Employment Affairs
and Social Protection