



**Jobs Ireland**  
WHERE JOBSEEKERS GO

## Re Administration Assistant CE Scheme

**Ref: #CES 2204772**

**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**

**Mobile: 086 3679171**

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