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**Re Administration Assistant CES Ref: 2133667**

**Duties to include: Provide a welcoming environment for visitors. Deal with queries, bookings, timetables etc. 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: Samuel Beckett Community Facility, Ballyogan, 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**

**CE Supervisor**

**Community Resource Development Project**

**Mobile: 086 3679171**

**cesprogression@gmail.com**

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