



Jobs Ireland
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Re Administration Assistant CE Scheme

Ref: #CES-2217469

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: Family Resource Centre, 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

Dun Laoghaire Rathdown CE Scheme

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