



**Jobs Ireland**  
WHERE JOBSEEKERS GO

## 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: Samuel Beckett, 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**

**Mobile: 086 3679171**

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