

Vacancy Details

Title:	administrative assistant	Positions:	1
Number:	#CES-2123985	Job Start Date:	To Be Confirmed
Location:	Sandyford, Sandyford, County Dublin, Ireland	Contract Type:	Temporary
Date Advertised:	10/09/2019	Employer Name:	East Coast/ Loreto Project
Wages:	CE Rates	Hours:	19.5

Education

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Arrangements

Please contact your local DEASP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy. Vacancy Reference Number will be 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.