



Drumcondra Project Ltd



#CES-2355816



Wayfinding Centre, Botanic Road,  
Drumcondra, Dublin 9,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/09/2024



29/10/2024

## How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

( Search using the scheme reference number and submit your details )

or

Contact a case officer in your [local Intreo Office](#)



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## General assistant

### Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

You can register your interest by selecting the 'Register your interest' button or you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

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

### Job Description

#### Duties

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

Vision Ireland is currently seeking a confident and enthusiastic General Assistant (Community Employment Scheme) to support staff, and other visitors of our new transport training centre. The person appointed will have key duties which span front office and house-keeping. The successful person will also be supported with formal training.

#### Essential:

- The successful applicant will be able to multitask and have good time management, communication and interpersonal skills.
- Have a working knowledge of Microsoft Word, Outlook and Excel.
- They will be confident working as part of a team in a busy environment
- Reasonably fit , as there will be some manual handling (training will be given)

#### Desirable:

- Experience of using the transport system in Ireland is preferred
- Knowledge of preparing documents

- **Sector:** human health and social work activities