





## 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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# Administration

### **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.

### **Job Description**

#### **Duties**

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

General administration duties.

· Sector: administrative and support service activities