



Erin's Isle CE Project Limited



#CES-2393358



ERINS ISLE, Farnham Drive, Finglas, Dublin
11, D11 RRK6



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



26/05/2025



07/07/2025

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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Clerical Support Worker

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 office administration

Assisting with manual and computerised accounts records

Assisting with payroll

Provide administrative support in the area of general HR duties

Candidate should have a working knowledge of MS Word and Excel, have a good telephone manner and a good command of English, spoken and written

- **Sector:** administrative and support service activities