



Dun Laoghaire Rathdown Community

Employment Scheme



#CES-2396863



8 Stonebridge Grove, Shankill, Co. Dublin,

D18 E2V1



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/06/2025



29/07/2025

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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Administrator. Stonebridge Community Facility, Shankill.

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.

To register your interest 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.

Meet and greet members of the public.

- Answer phone and record messages.
- Take bookings detail and Keep diary up to date.
- Assist with typing, photocopying and filling.
- Assist Administrator or Development Officer when necessary.
- **Sector:** administrative and support service activities