



COMMUNITY SERVICES - SANDYMOUNT,
IRISHTOWN AND RINGSEND LIMITED



#CES-2400421



SANDYMOUNT COMMUNITY SERVICES,
13A Fitzwilliam St, Ringsend, Dublin 4, D04
YX56



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/07/2025



12/08/2025

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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Editor-NewsFour & newsfour.ie

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.

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Job Description

Duties

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

Prepare documents for weekly team meetings, manage timely production deadlines, liaise with sales administrator and graphic designer, Edit, print & proof read final Pdfs, confidence in leading and motivating a team, excellent Grammatical skills essential.

Knowledge of Gmail, Internet , file management, Adobe Photoshop, InDesign an advantage.

- **Sector:** information and communication