



Blessington and District CE Ltd



#CES-2401747

BLESSINGTON & DISTRICT COMM EM,



Block D, Newtown Sq, Main St, Blessington,
Co. Wicklow, W91 N4AW



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/06/2025



01/08/2025

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](#)



Open your camera
app & point here
to view this ad
online



Administration Assistant Secretary (Ballymore Parish Office)

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.

Duties to include but not limited to

Secretarial duties

Administration

Front of house

Customer Service

Answering calls

Email

sales

Internal system

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