



PICES (CE Scheme ) / Southside Partnership

DLR



#CES-2402228



THE DUN LAOGHAIRE CLUB, 3 Eblana

Avenue, Dun Laoghaire, Co. Dublin, A96

DX74



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/07/2025



22/08/2025

## 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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## Administration Assistant Eblana Club Dun Laoghaire

### 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.

#### Hours Of Work:

19.5 hours per week. Monday – Friday with some flexibility required for mornings or afternoons.

#### Duties And Responsibilities:

(Please Note: The following is not all inclusive but gives a summary of the main duties required for this position. )

- Provide administrative support for all Club related activities.
- Update, maintain & file relevant administrative documentation.
- Check emails daily & reply as required.
- Answer the phone, check phone messages / reply when necessary.
- Cash balance check of the till & record as appropriate.
- Stocktaking & ordering of supplies as required.
- Prepare agenda for Club executive meetings.
- Manage & update Club memberships.
- Manage & update the daily diary for Club activities.
- Assist with the planning & coordination of various Club events & functions.
- Assist with the promotion of Club events & functions.
- Open / lock up the Club when necessary.
- Carry out a Health & Safety / General inspection of the Club upon arrival each day.
- Ensure visitors sign in / sign out of the Club.

- Attend all relevant PICES training sessions & meetings as required.

Candidate Requirements:

- Previous administrative experience desirable.
- Good organisation, accuracy & attention to detail skills.
- Work on his / her own initiative & as part of a team.
- Develop & maintain good working relationships with Club members.
- We are looking for a person who is a team player, flexible, has a warm & friendly manner, good communication and interpersonal skills.
- Good IT skills with some experience of Microsoft Office packages & database / spreadsheets would be an advantage.

For further information contact Tim Reidy, PICES Supervisor 087 6291215 or email [tim.reidy@sspship.ie](mailto:tim.reidy@sspship.ie)

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