



Bray Family Resource & Development Project

Ltd.



#CES-2407153



LITTLE BRAY FAMILY RESOURCE AN, Árd

Chualann, Bray, Co. Wicklow, A98 VH99



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/08/2025



24/09/2025

## 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/Clerical/Reception

### 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.

Responsible for general clerical duties in LITTLE BRAY FAMILY RESOURCE CENTRE - Fassarooe - Bray

- Filing, photocopying, basic computers, post, telephone etc, along with helping people with information.

Training will also be given

For more information call Wendy Brady 01 276 03 76 or [wendy.lbfrc@gmail.com](mailto:wendy.lbfrc@gmail.com)

- **Sector:** other service activities