



East Wall CE Sean O'Casey



#CES-2408268



18_26 Saint Mary's Road North, East Wall,
Dublin 3, D03 AY74



No of positions : 5



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/08/2025



01/10/2025

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

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.

The East Wall CE Sean O'Casey currently have two administration vacancy, based in East Wall.

A knowledge of Microsoft Word and Excel is required. You will receive training to complete your day to day duties.

- Incoming / Outgoing phone calls
- Data Entry
- Weekly payroll
- Revenue Returns
- Claim preparation
- General Administration duties

If you have any questions please contact Barbara on 01-8509000 or email barbara@eastwallceseandocasey.com.

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