



Tiglin Challenge Ltd



#CES-2409406



Ocean View, Ardantry, Brittas Bay, Co.

Wicklow, A67 R527



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



12/08/2025



23/09/2025

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 Assistant

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

About the Role

This is a developmental opportunity—no prior experience is necessary. Accredited training will be provided to support your career development. The role is ideal for someone looking to build administrative skills in a supportive workplace environment.

Duties Overview

Key responsibilities include:

1. File Management:

Organize, maintain, and secure staff files.

File documents, remove outdated materials, and create new files as needed.

Record time-off requests, timesheets, holiday dates, and sick notes.

2. Audit and Administrative Support:

Assist with DEASP entries, audit preparation, and end-of-cycle administrative tasks.

3. Photocopying and Post:

Operate photocopying machines and ensure forms are stocked.

Copy correspondence and manage outgoing emails.

4. Computer Skills:

Use software for document processing, file management, and printing.

Manage emails, folders, and online tasks.

Maintain electronic copies of staff records.

5. Staff Coordination:

Schedule and confirm appointments and meetings.

Maintain meeting records and update diaries.

Manage waiting lists and applicant details.

6. Record Keeping:

Enter and update staff details in the database.

Regularly review records to ensure accuracy and up-to-date information.

Candidate Profile:

No prior experience needed.

Willingness to learn and undertake accredited training.

Basic computer literacy an advantage but not essential.

Good communication and organizational skills.

Eligibility

This position is offered under the Community Employment Scheme. Applicants must be eligible under DSP (Department of Social Protection) criteria. Please contact your local Intreo office to confirm eligibility.

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