



NCU CE Scheme CLG



#CES-2411424



DORAS BUÍ, Bunratty Drive, Coolock, Dublin
17, D17 TF63



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/09/2025



22/10/2025

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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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.

To carry out the day to day administration of the front office childcare facility, To ensure the office is run efficiently with high standards and excellent customer care displayed at all times. To be able to multitask efficiently and deal with high pressure, fast paced office environment. Hours 9.00am - 1.00pm Monday - Friday.

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