



Dublin Simon Community



#CES-2413878



DUBLIN SIMON COMMUNITY, 5 Red Cow Lane, Dublin 7, D07 PD37



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



26/09/2025



07/11/2025

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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Administrative Assistant - Property Team

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 Dublin Simon:

Dublin Simon Community provides housing, treatment, and support to people experiencing or at risk of homelessness. Our goal is to help individuals and families regain stability, build independence, and move towards a brighter future through compassionate, person-centred services.

What You'll Be Doing:

As a Property Administrative Assistant, you will support our Property team with day-to-day tasks such as answering phones, filing, and keeping records up to date. You will help with logging repair requests, preparing simple reports, and scheduling inspections or audits. The role also includes helping with supplies, invoices, and leave records, while working alongside the Property and Finance teams to keep things running smoothly.

What We Offer:

Learn as you go: gain experience and guidance while building your skills.

Training: receive on-the-job training and support as you learn.

Develop skills and qualifications: improve admin, customer service, and teamwork abilities while working toward recognised certificates.

Flexible hours: 19.5 hours per week, making it easy to fit around your life.

Friendly team: join a welcoming team where your efforts are valued and your confidence can grow.

Who We're Looking For:

Friendly, reliable, and motivated to learn. No previous experience is needed - just a willingness to get involved, help others, and develop your skills in a supportive workplace.

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