



Central Remedial Clinic



#CES-2416374

HARTSTOWN CENT REMEDIAL CLINIC,



Hartstown Sc, Hartstown Road, Dublin 15,
D15 X08R



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/10/2025



25/11/2025

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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Clerical Admin Position In CRC DAC Hartstown

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.

- Support management and staff with all administration duties
- Manage phone calls and correspondence for the centre and keep diary up to date
- Create and update records and maintain spreadsheets and databases
- Attending relevant meetings to provide support to staff including note taking and minutes at meetings
- Complete all office filing and typing for the centre as required
- Making and receiving phone calls with clients/ groups when needed
- Track stocks of office supplies and assist placing orders when necessary
- Any other duties as may reasonably be required by the management team
- **Sector:** administrative and support service activities