



Dublin Simon Community



#CES-2421703



Dublin Simon Comm 5 Red Cow Ln, 5 Red Cow Lane, Smithfield, Dublin 7, D07 PD37



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/11/2025



01/01/2026

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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Property Team Admin 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.

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.

Where You'll Be Working:

You will be part of the Property team based in our main Dublin Simon office in Smithfield, Dublin 7.

What You'll Be Doing:

As a Property Administrative Assistant, you will provide general support to the Property Department, including typing correspondence, filing, photocopying, shredding, and archiving. You will assist with meeting preparation, phone calls, agendas, minutes, and follow-ups, as well as tracking annual and sick leave records and updating the organisational system. You will also support the Manager with day-to-day administrative tasks to ensure the smooth flow of information and operations.

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