



Famili Base



#CES-2424282



FAMILIBASE, Blackditch Road, Ballyfermot,

Dublin 10, D10 F439



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/12/2025



21/01/2026

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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Assistant Administartive/Receptionist

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.

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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.

The successful applicant will assist and support the administrative element of FamiliBase. The role will involve assisting with the following duties; Manual & computerised filing; manual and computerised diary management. scheduling of room use and documentation required for facility management; administrative support to the ED, Middle Management Team, Practitioners and line manager supervisors; follow procedures in call taking & forwarding and follow up; following procedures in Emails and follow up required; assist with postal log system; all other duties that arise in the effective and smooth running of an organisations' administration element. A keen interest working in an environment that supports children, young people and families is highly desirable. A commitment to securing future employment or educational opportunities is highly desired.

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