



Sutton Dinghy Club CE Project Ltd



#CES-2430708



SUTTON DINGHY CLUB, Sutton Strand,

Sutton, Dublin 13, D13 F598



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/03/2026



11/05/2026

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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Administrator

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.

Clerical duties such as file organisation, development of documents, printing and scanning papers.

Greeting Members and visitors who attend the premises.

Dealing with member queries on the phone, via email and in person. Taking payments from members.

No experience required, full training provided

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