



- The Fingal ICTU Centre for the Unemployed
- #CES-2432532
- Cappagh Road, Finglas West, Dublin 11, D11
- H5P8
- No of positions : 1
- Community Employment Programme
- 19.5 hours per week
- [Community Employment Programme Rates](#)
- 04/02/2026
- 18/03/2026

## 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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## Admin Assistant Schools Completion Programme

### 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.

To answer phones and basic reception work

Sources quotes

To place orders through VEC system

To keep target group records

To establish data base

To keep attendance records on behalf of attendance promoters

To type reports on behalf of staff

To assist Coordinator with budgets

Adhere to all health and safety policy and procedures.

Engage in training as required

Working with other staff in service design and in evaluating the effectiveness of services

- To carry out any other duties as requested from time to time by your Supervisor.
- To attend support and supervision with your Supervisor.
- To attend any training as identified through the Individual Learner Plan process.

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