



GOREY UNEMPLOYMENT CENTRE

LIMITED



#CES-2433248



Gorey Unemployment Centre CLG, The  
Avenue, Gorey, Co. Wexford,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/01/2026



20/02/2026

## 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](#)



Open your camera  
app & point here  
to view this ad  
online



## Office 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.

Duties to include: General Office Admin

Dealing with members of the public in a polite and courteous manner.

Good communication skills desirable

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