



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](#)



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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.

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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