



Poppintree Environmental Project

#CES-2434237

THE REDISCOVERY CENTRE LIMITED,

Ballymun Road, Glasnevin, Dublin 9, D09

HK58

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

17/02/2026

03/03/2026

## 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 - The Rediscovery Centre

### 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.

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.

Main Tasks/Duties Daily duties will include:

- Verbal, written and email communications
- Assistance with the preparation of documents for internal and external use
- Coordination and scheduling of meetings, workshops and tours
- Project assistance
- Data entry and file management
- Assistance with project administration

  

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