



Dr. Stevens Resource Centre



#CES-2434413



DR. STEVENS RESOURCE CENTRE,  
Irishtown Central, Athlone, Co. Westmeath,  
N37 Y9N9



No of positions : 3



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



03/02/2026



17/03/2026

## 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 Accounts

### 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.

It is the responsibility of the Admin Assistant to provide an up to date bookkeeping service to the Dr. Stevens Resource Centre up to the point of audit

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