



- 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