



SOUTH DUBLIN VOLUNTARY GROUPS

COMPANY LIMITED BY GUARANTEE



#CES-2436853



COMHLÁMH, 12 Parliament Street, Dublin 2,

D02 HV05



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/03/2026



15/04/2026

## 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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## Reception /Administrative Assistant - Comhlámh

### 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 Include:

- Administration
  - Distributing incoming post to staff/groups each morning
  - Distributing incoming emails
- Reception
- Office
  - Ensuring that common areas (reception, meeting room, hall entrance) are kept tidy and in good order
- Office Environment – Key Requirements needed
  - The Administration Assistant should be supportive and sensitive to the work of all project staff and administration staff

- **Sector:** information and communication