



South Dublin County Partnership



#CES-2444896



STARTBRIGHT, St Mary's Ns, Greenhills
Road, Walkinstown, Dublin 24, D24 K248



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/04/2026



08/06/2026

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 - Startbright Greenhills

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.

To assist with the smooth running of the financial and administrative functions of Starbright childcare and learning service

Main Duties:

- Answer efficiently all incoming calls and emails, provide General information, record messages and forward to Staff Members
- Ensuring the office is well organized, tidy, with the appropriate filing system in place
- General Administration duties, including typing, emails, photocopying, filing etc
- Update Accounts system and Database as required
- To provide support to the other Services within the Organisation where necessary
- To implement the organizations' Procedures and Policies pertaining to health, safety, and welfare of children and all other Policies and Procedures
- To undertake duties as may be assigned from time to time in consultation with the Management Team
- To undertake Training suitable to the position as is deemed appropriate by management

Please forward your CV to louise.parsons@sdcpartnership.ie

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

