



South Dublin County Partnership



#CES-2445880



WOMEN COLLECTIVE IRELAND, Unit 16,  
Brookfield Ent Ctr, Dublin 24, D24 NW68



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



05/05/2026



16/06/2026

### 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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## Administrative Assistant - Womens Collective Ireland - Tallaght

### 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 and Responsibilities:

- Welcoming visitors
- Support participants, register, sign in and feel welcome
- Handling of emails
- Updating social media pages
- Answering phone calls and take messages
- Provide general information to callers or participants
- Support in the preparation of documents
- Support with preparation of classes
- General admin tasks
- Participate in team meetings
- Any other duties which may be required from by the line management

#### Desirable skills:

- Organised
- Like working as part of a Team
- Friendly and out going
- Knowledge of social media
- Basic computer skills.

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

