



Alzheimer Society of Ireland - Waterford



#CES-2447498



Pinegrove Centre, Passage Road, Waterford,
Co. Waterford,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/05/2026



19/06/2026

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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Administration Assistant

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.

Duties :

- The assistant Administrator will report to the Project Supervisor.
- To support the Project Supervisor in his/ her duties..
- To support in the maintenance of confidential files and records.
- To handle enquiries / correspondence about the Project and support him / her to resolve problems.
- To assist in the preparation of reports pertinent to the Schemes operation.
- To complete Monthly reports.
- To detail any issues that may arise to the Supervisor.
- A proactive/ flexible and motivated approach to his /her work.

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