



Irish Wheelchair Association Clontarf



#CES-2447541

IRISH WHEELCHAIR ASSOCIATION,



Broadmeadows Centre, Newcastle Rd,  
Adamst, Co. Dublin, K78 CT98



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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## Admin Support - Lucan Branch

### 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.

General administrative duties, including dealing with incoming calls (answering queries transferring calls or taking messages). Printing, photocopying, and scanning relevant documents. Answering and sending emails. Filing documents into appropriate folders on a regular basis. Good computer skill required This is based in Lucan

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