



Dun Laoghaire Rathdown Community

Employment Scheme



#CES-2447603



81 Inagh Court, Ballybrack, Co. Dublin, A96

E4F4



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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Administrator, Estate Management

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.

Attend record and distribute information / minutes for meetings.

Type letters and notices and send email as required.

Research companies and obtain quotes for good as required.

Contact various County Council departments regarding work / improvements that need to be carried out in the area.

Assist with gathering / designing Newsletter and Exhibition Material as requested.

Maintain / up date the account system / spread sheets on a daily basis / weekly or as necessary.

Meet / talk with local residents and pass on queries to the Committee.

Attend meeting and take notes, type up and distribute as directed.

Undertake work scheduling for Estate Management workers in conjunction with Management

Liaise with designated member of the Estate Management Committee on a regular basis.

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