



Central CE Scheme Ltd



#CES-2449949

ORIEL COMM EMPLOYMENT SERVICE,



Oriel Park, Carrickmacross Road, Co. Louth,

A91 KAX0



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/05/2026



06/07/2026

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](#)



Open your camera app & point here to view this ad online



Administrator - Dundalk FC Supporters Trust

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 to include: to greet callers to the office, maintain a filing system, deal with correspondence and draft reports. Computer literacy, organisational and numeracy skills desirable. Dundalk FC Supporters Trust based in Oriel Park

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