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Intreo

HELP 1 CEP Clg

#CES-2452164

ARD AOIBHINN CENTRE, Belvedere Road, Wexford, Co. Wexford, Y35 YR29

No of positions : 1

Community Employment Programme

19.5 hours per week

Community Employment Programme Rates

08/06/2026

20/07/2026

## 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

# 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.

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.

Supporting Admin Staff in Ard Aoibhinn Centre

Front Desk, Phone duties, email and general enquiries

Filing, Gathering data, inputting into systems using Excel

General office duties to include printing, scanning and stationary management

Rota System input of rota for employees to include leave etc

Email CV to amorris@help1.ie

Full training is provided

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