



The Fingal ICTU Centre for the Unemployed



#CES-2455205



FINGAL ICTU , 5 Cardiffsbridge Rd, Finglas
West, Dublin 11, D11 X3HV



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



26/06/2026



07/08/2026

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



Administrative 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.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

To provide administrative support to the centre ensuring documents are presented and formatted to a high standard

To provide support with the CV service, perform one-to-one's with clients

Produce CV from information provided by clients

To maintain an up to date and effective filing system

To be familiar with the range of services and programmes provided The Finglas Centre, and provide support as required

To provide assistance and support for the Finglas Centre awareness raising activities

To attend any training as identified through the Individual Learner Plan process

To attend support and supervision with your supervisor

To carry out any other duties as requested from time to time by your supervisor

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