



PICES (CE Scheme) / Southside Partnership

DLR



#CES-2456437



SOUTHSIDE PARTNERSHIP, 106 George's St

Lwr, Dun Laoghaire, Co. Dublin, A96 CK70



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



03/07/2026



14/08/2026

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



Administration Assistant Local Area Employment Service Dun Laoghaire

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.

Based in the Local Area Employment Service, (LAES), George's Street Lower, Dun Laoghaire.

Purpose Of The Position:

To provide administration & frontline support within the Local Area Employment Service.

Responsible To:

Report to the LAES Manager on a day to day basis & the PICES CE Supervisor.

Hours Of Work:

19.5 hours per week. (3 Days per week)

Duties:

The following is not an exhaustive list of the duties associated with the post but is intended for the guidance of the person assigned to the job.

General Duties

- Work as an integrated part of the team & attend team meetings.
- Assist with promoting the LAES service in a positive & informative way.
- Attend promotional events & represent the organization in a positive manner.
- Liaise with colleagues in all areas of the LAES.

- Complete tasks as assigned by the LAES Manager.
- Report for work & leave at the appointed times.
- Keep the workplace neat and tidy.
- Attend appropriate training arranged by the LAES / SSP DLR & PICES CE Supervisor as required.

Administrative Support

- Ensure the jobs board is up to date and accurate.
- Develop and collate job vacancy details from various sources e.g. online websites / jobs listings, INTREO jobs list, CE / Tús Schemes etc.
- Input vacancy details onto Mailchimp programme for distribution to subscribers of the LAES Weekly Jobs List.
- Assist with the main phonenumber, deal with client queries, pass on calls / take messages etc.
- Provide administration support to the LAES Manager as required.
- Provide administration support to the LAES Case Officers & LAES Employment Liaison Officer as required.
- Strive to ensure a quality of service as per SSP DLR's Q Mark standard guidelines.

Candidate Requirements:

- Customer service & frontline office experience desirable.
- Friendly, open & positive manner.
- Good communication & interpersonal skills.
- Ability to work as part of a team and on own initiative
- Excellent IT Skills – Microsoft Word / Excel & database experience desirable.
- Mailchimp experience an advantage.
- Attention to detail, accuracy & pride in the work.

For further information contact Tim Reidy, PICES Supervisor on 087 3689573 or email tim.reidy@sspship.ie

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