



Darndale Belcamp Village Centre



#CES-2457337

COMMUNITY LAW & MEDIATION, Northside



Civic Ctr, Bunratty Rd, Coolock, Dublin 17,
D17 K462



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/07/2026



20/08/2026

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



Accounts/Administrator

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.

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Job Description

Duties

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

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Answer main phone line, respond to, direct and relay telephone messages and emails, and follow up when required.

Entering of data into our client management system,

Provide service advice and information.

Maintain the general filing system and file all correspondence.

Type letters and other documentation.

Assist in the planning and preparation of accounts

Dealing with daily post

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