



Central Remedial Clinic



#CES-2457970



DEPT OF EDU AND SKILLS, Scoil Mochua,

Old Nangor Road, Dublin 22, D22 KF84



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/07/2026



24/08/2026

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](#)



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Administrative Assistant in Therapy Dept - CRC Clondalkin

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.

Example of Administrative duties:

Filing – making up new files, maintaining filing system and filing reports and correspondence

Appointments – input appointment data and batching and sending appointment letters

Photocopying – reports, activity sheets etc for each of the Occupational Therapists

Post - Sorting and delivering post within the department and between departments

Phone – Answer calls and take messages for therapists when they are not available

Placing orders, requesting quotations and monitoring progress and delivery of orders

Maintaining therapy equipment and rooms

Assist with other administration duties as required.

- **Sector:** human health and social work activities