



Poppintree Environmental Project



#CES-2460763



POPPINTREE ENVIROMENTAL CENTRE, 4

Poppintree Lane, Dublin 11, D11 YW18



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/07/2026



09/09/2026

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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Office 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.

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Job Description

Duties

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

Duties include doing wages using Sage Micropay, banking online, Revenue online, excel spreadsheets and general office duties as required. Applicant must have basic computer skills and must be good with numbers. All other training would be provided. An interest in gardening is an advantage as that is one of the Project's main functions. Good command of the English language

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