



Dublin Simon Community



#CES-2460878



320 North Circular Road, Dublin 7, D07 N566



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/07/2026



10/09/2026

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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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.

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.

As an Administrative Assistant with the Client Development Team under the Community Employment Scheme, you will provide general administrative and practical support to both the Client Development Team to support day-to-day activities.

Your role will include:

Checking and responding to emails

Saving referrals and documents in the correct folders

Passing messages to the appropriate staff member

Keeping records organised and updating contact lists

Supporting the referral process using spreadsheets and basic filing systems

Provide administrative and operational support to the Soup Runs team to ensure smooth day-to-day operations.

You will also assist with preparing simple documents and materials, such as posters, brochures, and newsletters, and may help with reminder texts, education grant administration, and basic social media content, with support from the team.

There may also be opportunities to assist with events, group activities, and projects.

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