



Rathdown & District CE Group



#CES-2460885

GREYSTONES AND DISTRICT CANCER, La



Touche Place, Greystones, Co. Wicklow, A63

V624



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/07/2026



27/08/2026

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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Administration Support at Greystones Cancer Support

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.

Administrative Assistant required to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and clients, assisting in daily office duties and managing the centers general administrative activities.

1. First point of contact for new clients in person / by phone or email (from our website)
2. Familiarize and adhere strictly to GDPR and confidentiality regarding client and volunteer information (both online and paper)
3. General office work, answering phone, responding to post and email as appropriate, filing
4. Organizing Classes (post-COVID now classes are live) – in conjunction with the named Committee member
5. Manage the Transport requests received from Clients
6. Assist the Financial Committee members by preparing Bank Lodgment following required process (i.e. two people checking at all times)
7. Open up the Centre and lock up upon leaving, ensuring alarms are set/unset as required

- **Sector:** information and communication