



Clontarf Community Project



#CES-2461101



Carlton Hall, Shelmartin Avenue, Marino,
Dublin 3,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



31/07/2026



11/09/2026

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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Administration 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.

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Dealing with customer queries by telephone and email. Taking bookings, some Microsoft word and excel data entry. Telephone answering, filing and general reception duties.

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