



The Multiple Sclerosis Community

Employment Scheme



#CES-2462732

NAT MULTIPLE SCLEROSIS CARE CT, 65



Bushy Park Road, Rathgar, Dublin 6, D06

CV90



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/08/2026



17/09/2026

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](#)



Open your camera app & point here to view this ad online



Data Entry 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.

Job Description

Duties

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

- Accurately entering data into corresponding fields within various software programs
- Identifying and correcting data entry errors using appropriate quality control methods.
- Managing and organizing records and files
- Preparing relevant reports as needed
- Receiving and processing invoices for payment and updating invoice details accordingly
- Performing related tasks like ordering office supplies and filing documents
- Maintaining a database by entering new and updated customer and account information
- Preparing source data for computer entry by compiling and sorting information.
- **Sector:** administrative and support service activities