



Carmichael Centre for Voluntary Groups



#CES-2462978



POLIO SURVIVORS IRELAND, Coleraine

House, Coleraine Street, Dublin 7, D07 E8XF



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/08/2026



18/09/2026

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.

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Job Description

Duties

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

Admin Support, Phones, Mailouts, Updating Systems, Invoice Processing, other office duties

Training provided and an opportunity to learn in a busy and dynamic office environment.

Experience with Microsoft Office an advantage but not essential and level of English proficient

- **Sector:** other service activities