



DULEEK DEVELOPMENT ASSOCIATION  
LIMITED



#CES-2463158



DULEEK, BELLEWSTOWN & DISTRICT,  
Duleek Bellewstown &, Navan Road, Duleek,  
Co. Meath, A92 F2HN



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/08/2026



21/09/2026

## 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



## Administrator / Receptionist

### 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.

The successful candidates will be responsible for managing bookings, updating social media platforms and general office duties. Other duties will include welcoming visitors and authorising access to the facility along with liaising with team members and the committee.

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