



Networking Dublin 15



#CES-2463934



TYRRELSTOWN COMMUNITY CENTRE,
Hollywood Road, Dublin 15, D15 PWY2



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/08/2026



24/09/2026

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 Assistant/Reception

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.

Duties include the following:

Greeting visitors and handling phone/email enquiries

Managing reception area and providing administrative support

Filing, photocopying, and maintaining records

Assisting with scheduling meetings and events

Supporting staff with day-to-day office tasks

Mon to Fri 11 am to 3 pm is one position, and the other is Saturday 8.30 am to 7 pm, Sunday 9 am to 6 pm

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