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Intreo

DULEEK DEVELOPMENT ASSOCIATION LIMITED

#CES-2465366

DULEEK DEV ASSOCIATION LIMITED, Parish Rooms, Main S, Duleek, Co. Meath, A92 YNP0

No of positions : 1

Community Employment Programme

19.5 hours per week

Community Employment Programme Rates

21/08/2026

20/09/2026

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

Book-keeper

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.

Weekly Payroll along with relevant revenue returns, book-keeping including bank reconciliation, general office admin tasks and telephone duties.

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