



Coolock Development Council



#CES-2466153



Northside Civic Centre, Bunratty Road,
Coolock, Dublin 17, D17 K462



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/08/2026



08/10/2026

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.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

Working in Bunratty Creche, recording waiting list, payments of fees from parents, preparing time sheets for Monday staff log book, answering and taking phone calls and passing messages to the relevant person. Providing admin support to manager/childcare staff, tidying the work place files, photocopying. Other duties as they arise. Participant will be training towards a major award.

- **Sector:** other service activities