



Ballymacoda Ladysbridge DSP CE Scheme



#CES-2466609



Muintir Mhuire, Ballybutler, Ladysbridge, Co.

Cork, P25 R766



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



31/08/2026



12/10/2026

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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Administration Assistant in Muintir Mhuire- Ballybutler

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.

A wide ranging and interesting role for the chosen candidate, with duties including:

- The management of company documents
- Use of various software packages including Sage accountancy
- Provide information, resources and support to the charities board, clients and volunteers
- Review and update office policies as needed
- Maintain a database of inquiries and outcomes
- Manage all forms of correspondence, both written and electronic
- Liaise with the CEO of the charity in all administrative functions

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