



Wicklow MidWest Community Employment



#CES-2466773



Dunlavin Lower, Dunlavin, Co. Wicklow,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/08/2026



18/09/2026

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](#)



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Admin Assistant - Dunlavin Imaal Hall

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.

Keep the hall clean, tidy and presentable.

Carry out light cleaning duties, including cleaning work surfaces, communal areas and kitchen facilities.

Ensure supplies such as stationery and cleaning products are adequately stocked.

Support other team members with reasonable ad-hoc duties as required.

- **Sector:** other service activities