



Company Details Confidential



#JOB-2467245



Central Ce Scheme Ltd, Unit 6A, Partnership
Ct, Pk S, Co. Louth, A91 DE08



No of positions : 1



Paid Position



39 hours per week



30292.08 Euro Annually



02/09/2026



18/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : centralce@gmail.com



Open your camera
app & point here
to view this ad
online



Assistant Supervisor

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Central CE Scheme Ltd is seeking applications for the position of Community Employment Assistant Supervisor. This is a full-time position consisting of 39 hours per week over five days with a 52-week contract.

Community Employment is funded by the Department of Social Protection (DSP) with the aim of providing work placements and training opportunities for people who are long term unemployed in order to enhance their employability.

The Role:

To assist in ensuring the effective and efficient administration and co-ordination of the human, financial and material resources of the project.

To support the supervisor with the day to day running of the project.

To manage and monitor attendance records of all participants on the projects

To maintain all financial records and prepare monthly financial reports

To assist the supervisor in the recruitment process

QUALIFICATIONS:

Desirable Not Essential Candidate Requirements:

have attained a major 3rd level qualification: (NFQ Level 6 or higher) in Business/Financial Administration, Training, Human Resources Project Management, or related disciplines.

Minor/component awards at Level 6 or higher are insufficient.

have not less than 1 year's supervisory experience.

have good report writing skills.

have strong ICT skills.

Application instruction:

Email cover letter and CV to centralce@gmail.com with 'C.E. Assistant Supervisor' in the subject line

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

Career Level

- Experienced [Non-Managerial]