



St Marys Community Project Limited



#CES-2467561



5 Wilton Place, Dublin 2, Dublin 2,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/09/2026



16/10/2026

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](#)



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



Administrative Assistant/Reception Women's Aid

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.

- Manage the Women's Aid reception area.
- Answer, transfer and record telephone calls/messages.
- Welcome visitors and manage deliveries.
- Deal sensitively with vulnerable callers and visitors.
- Maintain strict confidentiality at all times.
- Monitor and respond to emails as required.
- Open, date-stamp and log incoming post.
- Prepare and log outgoing post.
- Produce letters, notices and memos to a high standard.
- Print, photocopy and scan documents.
- Order stationery and office supplies.
- Liaise with maintenance, cleaning teams and other contractors.
- Maintain clear handover notes for the reception team.
- Work closely with the Business Support Manager and Administrator.
- Carry out other duties as assigned by the Business Support Manager.

- **Sector:** other service activities