



Blessington and District CE Ltd



#CES-2468157

BLESSINGTON & DISTRICT COMM EM,



Block D, Newtown Sq, Main St, Blessington,
Co. Wicklow, W91 N4AW



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/09/2026



20/10/2026

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 Secretary (Hollywood Parish Office)

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.

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Job Description

Duties

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

Duties to include but not limited to:

Administration

Answering phones

Walk in enquiries

Bookings

Typing letters

Photocopying and general office duties.

- **Sector:** other service activities