



ACEP Ltd



#CES-2470727



ARDEE COMM DEV GROUP, Dee Hub,
Market Street, Ardee, Co. Louth, A92 Y590



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/09/2026



29/10/2026

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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Secretary / Caretaker - DeeHub Ardee

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.

This position would suit a person with a keen interest in the office environment and youth development, who has strong interest in having a career in this environment. No experience is necessary as full training will be given.

The duties will include but are not limited to:

1. Assist with the day to day administrative operations of the centre and the administrative needs of the Centre Manager.
2. Greeting customers and being attentive to their needs.
3. Nurturing friendly relationships with customers.
4. Able to multi task and show organisational skills.
5. Answering phones enquiries and greeting clients and their members.
6. Directing enquiries to the appropriate staff/board member.
7. Replying to enquiries and providing relevant information.
8. Perform clerical duties such as minutes of meetings, filing, providing receipts, and keeping financial records.
9. Set up and pack up each room according to bookings diary to include up of chairs, tables, tea, coffee, projectors etc.
10. General cleaning and keeping the building tidy.
11. Assist Dee Hub to organise, facilitate and implement projects in line with the agreed budget. Keep accurate records of payments and receipts within the budget constraints of the programme.
13. Responsible for completing weekly, monthly and annual reports as required.
14. Monitor and evaluate the quality of the programme by keeping comprehensive reports and descriptions of all aspects of the programme.

15. Any other relevant duties as the Manager of Dee Hub shall deem necessary.

- **Sector:** other service activities