



Tiglin Challenge Ltd



#CES-2471263



Coolnagreina, Trafalgar Road, Trafalgar Road,
Greystones, Wicklow, A63K668



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/09/2026



13/10/2026

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



Administration Assistant

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.

We are recruiting a Community Employment Administrative Assistant in Greystones. This is a fantastic opportunity to gain valuable office experience, and supports individuals in recovery who are ready to take the next step into a structured work and training environment. receive accredited training, and develop skills that can help you progress into future employment.

Key Duties

- Maintaining paper and electronic filing systems
- Recording timesheets, leave requests and staff information
- Assisting with petty cash records and administration processes
- Managing incoming and outgoing post
- Responding to telephone and email enquiries
- Scheduling meetings and appointments
- Maintaining databases and spreadsheets
- Supporting administrative staff with day-to-day office tasks

No experience necessary

Training provided

Ongoing support and mentoring

Build confidence and work experience in a supportive professional environment

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