



SIMON WOMENS AID PROJECT COMPANY



#CES-2472016



6 Clanbrassil Street, Dundalk, Co. Louth, A91

CP0N



No of positions : 2



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](#)



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Administration Assistant - Dundalk Chamber of Commerce Admin 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.

Job Description

Duties

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

19.5 hours pw must be CE eligible to apply. Could be either morning or afternoon shifts. Position is a mix of basic admin duties such as database work, filing, emails and word documents as well as social media input. Telephone work is also important and contacting local businesses and partner organisations both by phone and in person can be part of the role. Promotion of Chamber events by phone, email and in person calls also involved. Good opportunity to gain experience in a busy office setting and also to avail of funded training up to major award level. To apply please email CV to swapdunkalk@gmail.com or contact Paul/Yvonne at 042 9328823 for further information.

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