



Vision Ireland , the new name for NCBI Group



#JOB-2473886



9 Whitworth Road, Drumcondra, Dublin 9, D09
N5W4



No of positions : 1



Paid Position



40 hours per week



582.50 Euro Weekly



07/10/2026



04/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : pauleen.byrne@vi.ie



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



Assistant CE supervisor

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The successful candidate will given training in all aspects of CE supervision.

A strong attention to detail is essential,

Must be able to work on own initiative and as part of team.

Must have word/excel experience

Must have admin experience.

The main responsibilities are

Assist in the business administration of the project. Filing , helping with payroll , updating the master data base , issuing contracts and other documents for the CE supervisors.

To support the participants in effective induction and training.

Assisting the CE supervisor in ensuring the scheme financially compliant

Assist in the sourcing and costing of training opportunities.

Assist the supervisor in the monitoring and evaluations of participants .

To mentor participants and assist with CV preparation etc ans supporting exit planning and job seeking

To carry out other functions relevant to the position of Assistant Supervisor (CE programme) as indicated by the Sponsor from time to time.

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

Career Level

- Experienced [Non-Managerial]