

Dr. Stevens Resource Centre Community Employment Scheme

Communication and Co-Operation



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We are now hiring in the following areas:

CE SCHEME

The Dr Stevens Resource Centre Community Employment Scheme is now recruiting for the following positions on jobsireland.ie:

Administrative Assistant (Accounts) – vacancy code:

CES-2239516

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career. To provide an up to date book-keeping service to the point of audit. To provide financial reports for the purpose of management committee meetings. To maintain petty cash and bank records.

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Marketing Assistant – vacancy code: CES-2239514

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career. To produce marketing material. To promote the activities of the Centre through various channels.

For information about Community Employment please visit our website:

drstevensresourcecentre.com or phone us on 09064 73001.