



Multyfarnham/Taughmon/Castlepollard CE Ltd



#CES-2387448

COMMUNITY EMPLOYMENT SCHEME,



Town Hall, The Square, Co. Westmeath, N91
H282



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/04/2025



21/05/2025

How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

(Search using the scheme reference number and submit your details)

or

Contact a case officer in your [local Intreo Office](#)



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



Office Administrator

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.

You can register your interest by selecting the 'Register your interest' button or 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.

Administrative and office support for Supervisor. Answering telephone calls, creating emails and correspondence, receiving and directing visitors, ordering office supplies, maintaining the office ensuring equipment and appliances work properly. Handling incoming and outgoing mail and general office administrative duties.

Please forward CV to: castlepollardcescheme@gmail.com / contact 044 966 1894. For additional Information: Please contact your local DSP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy.

The Job Reference Number will be required.

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