



SLIGO FAMILY COMMUNITY ENRICHMENT  
& SUPPORT CLG



#CES-2395298



M.C.R. Community Centre, Mail Coach Road,  
Sligo, Co. Sligo, F91 YY63



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/06/2025



21/07/2025

## 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.

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.

Work in MCR Community Centre reception/office.

Welcome visitors.

Respond to emails, answer the phone, recording and passing on messages to relevant personnel.

Provide information on all MCR services and activities.

Assist with room bookings and schedules.

Secretarial work as required, working with the Centre Manager/CE Supervisor.

Active involvement in all development and training opportunities provided by the employer.

19.5 Hours of Work: Wednesday 1.00pm - 5.15pm, Thursday 9.00am - 5.15pm & Friday 9.00am - 5.00pm

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