



Mountbellew District Development CES Ltd



#CES-2399700



BALLYGAR SOCIAL SERVICES, Market
Square, Ballygar, Galway, F42 YA62



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/06/2025



08/08/2025

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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Admin/Clerical 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.

Your working day would include dealing with any queries participants may have. You will also assist the assistant supervisor with the day to day running of the scheme which would include dealing with our main office in Mountbellew and offering cover for Mountbellew. You would also liaise with GRET, GRD and others in relation to sourcing training for participants. You would also deal with the various committees and groups using the centre. You would also help with the services provided by the Community & Resource Centre. As it is a public office you will also meet and greet members of the public. General office duties would also fall within your remit. A knowledge of computers would be an advantage but training for the role will be provided.. You would also be required to attend meeting and training as required. All work will be carried out with the Health and Safety of our participants to the fore.

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