



GRETB



#CES-2399972



GALWAY AND ROSCOMMON EDU AND T,  
Galway and Roscommon, Mervue Bus & Tech  
Pk, Co. Galway, H91 CDW6



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/06/2025



11/08/2025

## 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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## Administrative Assistant to the CE Supervisor

### 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.

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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.

The aim of this programme is to provide you with the skills and competencies required to work in an office administrative role.

The role will involve assisting the CE Supervisor in the day to day administration of the Community Employment Scheme. The duties will include answering the telephone, filing, data entry, bookkeeping and other general office work as assigned. A knowledge of computers is necessary.

As this is a developmental role, the candidate will be provided with both in-house and external training opportunities in order that they be allowed develop their skills and acquire qualifications which will assist them in attaining a full-time administrative or related position upon their completing the scheme.

For further information please contact the Community Employment Supervisor, Damian Cuniffe at [damian.cuniffe@gretb.ie](mailto:damian.cuniffe@gretb.ie) or on 0876352678 for more details or tap the button to register your interest

- **Sector:** information and communication