



Women's Community Project (Mullingar)

Association CLG,



#CES-2400254

WOMEN'S COMM PROJECTS (MULLING,



Parish Comm Ctr, Bishop's Gate Street, Co.

Westmeath, N91 AWH7



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/07/2025



12/08/2025

## 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](#)



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



## Office Assistant / Receptionist - Womens Community Projects Adult Learners Dept

### 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.

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.

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Office Assistant required to assist with all administration duties in a very busy office within an Adult Learning environment / Reception. General duties to include, answering phones, taking/ relating messages, typing, emailing, photocopying and data entry. Dealing with queries, fees, invoicing, receipting and lodgments. Ideal candidates must have some skills relating to effective customer service, ability to multi-task and work under pressure. Ability to work flexible hours when required and short listing will apply. Successful applicants will be provided with the opportunity to take part in Training towards Level 5 Major Award in Business Administration fully funded through the CE programme while gaining practical work experience. Applicants must be over 21yrs and in receipt of a social welfare payment to be eligible for this position. Contact your local Intreo office to confirm eligibility and forward CV to [mmcknight@wcpmullingar.ie](mailto:mmcknight@wcpmullingar.ie). Two written references will be required at time of Interview and you may be invite to make an online application for Garda Vetting. CE rate: €271.50 per week

Please check the link below for information on Community Employment programme.

[https://www.citizensinformation.ie/en/employment/unemployment\\_and\\_redundancy/employment\\_sup](https://www.citizensinformation.ie/en/employment/unemployment_and_redundancy/employment_sup)

- **Sector:** education