



Galway Rural Development Ltd company



#CES-2403705

GALWAY RURAL DEV CO. LTD., Mellows



Campus, Ballygarraun W, Athe, Co. Galway,  
H65 KR02



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/07/2025



22/08/2025

## 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



## Administrative 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.

Compile the GRD jobs bulletin. Collate information from the newspapers, websites and recruitment agencies. Circulate the bulletin on a weekly basis to a database of clients. Add new clients.

Update the database of employers.

Support the CE team to include scanning and file management.

Competent to use Microsoft Word and Excel. Fill forms. Perform office routine activities.

Reception duties on an ad hoc basis.

- This vacancy is suitable for Remote/Blended working
- **Sector:** information and communication