



Rossinver Youth & Community Project Limited



#CES-2408238



Rowantree Enterprise Centre, Main Street,
Drumkeeran, Co. Leitrim, N41 H9C9



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/08/2025



01/10/2025

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 Administrator - North West Stop

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.

Key Responsibilities:-

- Helping to compile & manage project files, checking against checklists for missing documents, following up with emails / phone calls with groups or individuals to request documents.
- Data entry on computer and using document templates
- There will also be an amount of scanning and copying and online filing and also hard copy filing / file management in the office.
- To help out with planning of fundraising events and keep up to date with all fundraising income.
- Training and induction will be provided.
- The post will be based in the Drumkeeran Office

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