



- Carrickedmond/Legan Community Group Clg
- #CES-2411494
- THE YARD HUB CLG, Abbeyshrule, Co. Longford, N39 AK31
- No of positions : 1
- Community Employment Programme
- 19.5 hours per week
- [Community Employment Programme Rates](#)
- 15/02/2026
- 29/03/2026

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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Office Administrator

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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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties will include opening and closing of The Yard Hub building, taking bookings, dealing with queries, other general administrative duties.

Desirable Knowledge, Skills and Experience:

- Organisation, administrative, IT, communication, and time management skills.
- Knowledge of using Microsoft Word, Excel and Outlook 365.

A video outlining the experience of Community Employment can be seen in the 'What's Going On' section of the JobsIreland.ie website, at the end of the homepage or or by clicking the link <https://vimeo.com/523868167/845d3588b5>

For more information, please contact Stephen on 087 2348448

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