



BALLINASLOE TRAINING FOR



EMPLOYMENT COMPANY LIMITED BY

GUARANTEE



#JOB-2416215

BALLINASLOE TRAINING FOR EMPLO,



Ballinasloe Ent Ctr, Creagh Rd, Ballinasl, Co.

Galway, H53 R7R8



No of positions : 1



Paid Position



40 hours per week



559.92 Euro Hourly



14/10/2025



11/11/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [dandowling@ballinasloetfe.ie](mailto:dandowling@ballinasloetfe.ie)

Address:

[BALLINASLOE TRAINING FOR EMPLOYMENT clg](#)

[Ballinasloe Enterprise Centre](#)

[Creagh](#)

[Ballinasloe](#)

[Co. Galway](#)

[H53R7R8](#)



## Community Employment Assistant Supervisor

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Job Description:

A vacancy has arisen for a Community Employment Assistant Supervisor. Reporting to: Supervisor and Board of Management Ballinasloe Training for Employment CLG

Function: To assist in ensuring the effective and efficient administration and co-ordination of the human, financial and material resources of the project

A full clean Irish Driving Licence : Full: B, BE will be essential to this role

### Skills Required

Previous experience in office administration

Skills in MS Office

Experience of working with vulnerable individuals and job seekers.

Skills relevant to people management through previous work experience.

In particular, this position will involve working on site and supervising environmental and maintenance works, repairs, etc., - work of this nature and other outdoor works experience would be an advantage.

### Interpersonal Skills:

Good communication skills

Competent writing and reporting skills

Ability to work effectively in a team environment and ability to prioritise tasks.

### Educational Qualifications:

Education to Leaving Certificate level and third level attendance an advantage.

Application is by submission of CV and cover letter

Closing date for applications is Friday 24th October, 2025.

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



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

### **Career Level**

- Managerial