



Loughrea Parish Council - CLG

#CES-2428773

The Presbytery, Barrack Street, Loughrea, Co. Galway, H62 YE09

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

14/01/2026

25/02/2026

## 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 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.

Efficient running of the Parocial office with responsibility for filing and dealing with correspondence, maintaining data using computer/manual systems. Taking phone calls and communicating the query to relevant person.

- **Sector:** other service activities