



Kilcormac Development Association



#CES-2429566



MUCKLAGH COMMUNITY CENTRE,

Mucklagh, Tullamore, Co. Offaly, R35 DN02



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/01/2026



02/03/2026

## 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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## Administrator - Mucklagh Community Centre

### 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.

#### Administrative Tasks

- Act as the first point of contact, answering calls and queries.
- Manage booking requests and send confirmation emails.
- Coordinate with the manager/operations assistant to assign resources (e.g., hall/room setup).
- Type correspondence, minutes, letters, and memos as directed.
- Handle filing, scanning, archiving, and data entry.
- Maintain booking diaries and meet client requirements (e.g., sports equipment, refreshments).
- Assist with financial management in conjunction with the manager and treasurer.
- Issue receipts and manage petty cash transactions.
- Handle incoming and outgoing posts and emails.

#### Facilities Support

- Set up and take down sports equipment, tables, chairs, and meeting room materials as required.
- Provide refreshments for events when necessary.
- Perform light cleaning duties (e.g., sweeping, mopping, emptying bins).

#### General Duties

- Order and maintain office supplies and equipment.
- Ensure compliance with Health & Safety standards, GDPR, and other regulations.
- Keep updated records of suppliers, tradespeople, and service providers.
- Produce monthly reports for the management team.
- Attend meetings with the manager if required.

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