



- St. James Community Employment Scheme
- #CES-2430118
- CARNMORE COMMUNITY CENTRE,
Carnmore West, Oranmore, Co. Galway, H91
- T383
- No of positions : 1
- Community Employment Programme
- 19.5 hours per week
- [Community Employment Programme Rates](#)
- 06/01/2026
- 17/02/2026

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 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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Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

General office duties, uploading information on computer, updating records, producing reports, filing, photocopying, dealing with queries from staff and general public.

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