



- WESTERN ALZHEIMERS
- #CES-2430252
- WESTERN ALZHEIMERS, Goff Street,
Roscommon, Co. Roscommon, F42 PR83
- No of positions : 1
- Community Employment Programme
- 19.5 hours per week
- [Community Employment Programme Rates](#)
- 22/01/2026
- 05/03/2026

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/Payroll - C.E Placement

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.

This is a CE placement, and duties to include overseeing clerical tasks and administration of Community Employment project; Computer skills proficiency in word/ excel, typing, filing, customer service, helping with public enquiries, coordinating meetings and appointments, assisting with promotions, information provision, fundraising support and assisting with payroll. This is a Community Employment Scheme, you must be in receipt of social welfare to be eligible to apply for this position. For further details telephone: 090 66 27816 or email: roscommon@westernalzheimers.ie .

Car essential with full drivers licence.

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