



MAYO ABBEY PARISH COMMUNITY  
DEVELOPMENT COMPANY LIMITED



#CES-2430536



Mayo Abbey Centre, Mayo Abbey,  
Claremorris, Co. Mayo, F12 X8P5



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/02/2026



20/03/2026

## 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 Admin

### 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.

General reception duties

Dealing with general enquiries

Managing phone queries

Using Microsoft software including Word and Excel

For more information about this position contact Craig or Serena at the Mayo Abbey Centre on 094-9365987

- **Sector:** other service activities