



Oughterard Community Enterprise Ltd

#CES-2431706

Oughterard Community Centre, Main Street,
Oughterard, Co. Galway, H91 XA8R

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

29/01/2026

12/03/2026

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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Administration / Customer Service Assistant - Oughterard 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.

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.

Duties will include:

Engaging with members of the public

Cash handling

Giving accurate information to customers

Processing invoices and payments

Business record keeping

Answering business calls, letters and emails

Assisting with housekeeping duties as required

Assisting with preparation for events

Other ad hoc duties as required

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