



 Galway Simon Community

 #CES-2432228

 GALWAY SIMON COMMUNITY, 11-13 Mulvoy Park, Sean Mulvoy Road, Galway, H91 EAY0

 No of positions : 1

 Community Employment Programme

 19.5 hours per week

 [Community Employment Programme Rates](#)

 02/02/2026

 16/03/2026

## 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](#)



Open your camera app & point here to view this ad online



## Administrative Assistant

### 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.

- Dealing with queries by email, in person and on the telephone.
- General secretarial and reception duties
- Providing administrative support to all departments including HR, Fundraising, Finance and the Housing Services.
- Topping up the stamp machine and printing stamps as required
- Laminating and binding documents as required
- Coordinate and reconcile the Petty Cash
- Compiling and maintaining databases.
- **Sector:** administrative and support service activities