



Athenry & Districts Community Employment



CLG



#CES-2432498

Athenry and Districts CE CLG, UNIT 4,



McDonalds Ln, Athenry, Co. Galway, H65

XN88



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/02/2026



18/03/2026

## 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



## Office Administrator/Secretary

### 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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### Job Description

#### Duties

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

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Hours: 19.5h / week

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