



SLIABH AUGHTY COMMUNITY

DEVELOPMENT ASSOCIATION LIMITED



#CES-2433233



ABILITY WEST, Saint Dymphna's, Shannon

Road, Portumna, Co. Galway, H53 YV05



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/02/2026



24/03/2026

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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Admin 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.

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.

Administration Assistant required for day centre for adults with intellectual disabilities.

Duties will include general office admin, dealing with emails, liaising with Head Office, report writing, maintaining inventory of office supplies, assisting with compiling staff rosters etc.

Training options will be offered to you to support your career and employment aspirations. These options will include in-person and online accredited training courses, whichever suits your learning style best.

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