



Galway Rural Development Ltd company



#CES-2435821



Asi Kilcornan, Clarinbridge, Co. Galway,



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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## Administrator Assistant-Alzheimer Society of Ireland-Clarinbridge

### 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.

General office duties to include typing letter, reports, rosters, signage etc. Filing, photocopying, emailing, binding, scanning and shredding. Answer calls, take messages and relay to the relevant person in a timely manner. Order and maintain stock supplies to include PPE. File management. Prepare client packs.

Use of salesforce with client information. Input of EE timesheets weekly, maintain annual leave & sick leave trackers. Travel expense claims. Invoices. Light office cleaning.

Ability to maintain confidentiality. Attention to detail and relevant IT skills. Eligibility criteria is 1 year or more on a social welfare payment or a combination of payments. Alternatively, over 50 and signing for credits for 1 year or more. Contact 087 13 247 23 for more information.

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