



Rathdowney Community Employment Group

CLG



#CES-2438840



12 Cuan Bhríde, Rathdowney, Co. Laois, R32

Y1X5



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/04/2026



28/05/2026

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.

Book Keeping and accounts, payroll, telephone answering, filing, word processing, spreadsheets and general secretarial and administrative duties. Good computer skills are essential - excel and word, required.

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