



South Westmeath GAA CE Co Ltd



#CES-2439205

WESTMEATH G.A.A., Teg Cusack P, Friars



Mill Road, Mullingar, Co. Westmeath, N91

NXV5



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/03/2026



30/04/2026

## 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

### 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.

To assist the CE Supervisor in the day to day administration.

Duties, weekly payroll, computerised accounts, revenue returns, bookkeeping,

Use of Microsoft Office and Thesaurus payroll.

- **Sector:** other service activities