



Galway Rural Development Ltd company



#CES-2439258



Co. Galway,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



26/02/2026



09/04/2026

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](#)



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Administrative Assistant-Green Sod Ireland

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.

Office Administrator-Green Sod Ireland

Support Green Sod Ireland, good communication skills and flexibility that facilitates a pleasant working atmosphere. The core responsibility is to work closely with the team. Knowledge in Microsoft Word, Excel, Power Point, Internet, E-mail and typing skills.

Duties to include data entry, help in the scheduling and managing of events and event communication, social media monitoring, preparing and editing documents. File management, manage diary and general enquiries, arrange and participate in zoom meetings, conferences and project team activities.

Diligent in all aspects of the role and an interest in environment would be beneficial, but not a requirement.

Eligibility criteria is 1 year or more on a social welfare payment. Alternatively, over 50 and signing for credits for 3 months or more. Contact your local INTREO office to check your eligibility or the CE Supervisor on 087 13 24 723

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities