



Athleague/Castlecoote Community Dev. Co.

Ltd



#CES-2440998



Athleague Comm Ctr Main St Ath, Co.

Roscommon, F42 P440



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/04/2026



13/05/2026

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](#)



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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.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Office administration duties including bookkeeping, monthly bank reconciliation, filing documents & maintenance of filing system.

- Provide quotations, take bookings, create invoices and receipts
- Use of Microsoft Office Suite, email, internet, online banking & ROS
- Responsible for answering calls, taking messages and responding to queries by phone, email and in-person
- Bank lodgements as required
- **Sector:** administrative and support service activities