



Abbeyknockmoy Parish Society CLG



#CES-2441275

ABBEYKNOCKMOY COMMUNITY CENTRE,



Abbeyknockmoy Comm C, Liss,

Abbeyknockmoy, Co. Galway, H54 FC98



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/04/2026



14/05/2026

## 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



## Office Administrator / Light Gardening Works.

### 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.

#### Duties:

The Abbeyknockmoy CE Programme currently has vacancies based in Monivea or Abbeyknockmoy communities.

#### Duties for administrative assistants will include:

- general office duties
- preparing meeting rooms/ hall for community events
- hosting weekly social activities for local active retired group
- supporting community tidy towns ongoing efforts
- general Gardening and Litter control

#### Essential Requirements:

Must be eligible for Community Services Programme

#### Requirements:

- Basic/good knowledge of Microsoft Word
- Good oral and written communication skills
- Good administration skills with attention to detail
- Team Player
- Must be confidential
- Good relationships skills

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