



Athlone Community Services Council CLG



#CES-2444756



8 Connaught Street, Athlone, Co. Westmeath,  
N37 V9K6



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/04/2026



08/06/2026

### 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 St Kieran's Community Centre, Tormey Villas, Athlone.

### 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.

Operation of the Big Red Book accounting system, maintaining records and schedules for events booked into the centre, answering the telephone, filing invoices, use of Microsoft Office, and general office administration duties. For more information contact the CE supervisor on 090 6498726 or CV's can be emailed to [helena.coughlan@acsc.ie](mailto:helena.coughlan@acsc.ie) A video on CE can be seen in the 'About' section of the Jobsireland website at the end of the homepage.

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