



St. Peters Parish Group - Contact A.Hardiman  
at 0906493270



#CES-2444793



Chapel Street, Athlone, Co. Westmeath, N37  
YX27



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](#)



Open your camera app & point here to view this ad online



## 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.

Administrator for St. Peters Parish CE Project CLG.

Based at St Peters Parish Centre

Duties are as follows: Complete all Manual Accounts for the Project. Computerised wage package (Collsoft) . Maintaining all files and records for the scheme.. Dealing with all telephone call and on site visitors.

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