



Kinnegad Combined Community Employment



Scheme CLG Telephone Number 044 92

24476



#CES-2447852



St Joseph's Parish H, Rochfortbridge, Co.

Westmeath, N91 V6VX



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/05/2026



22/06/2026

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 - Rochfortbridge Community Centre

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.

Rochfortbridge Community Centre is seeking a reliable and organized individual to provide clerical and administrative support to the community centre team. The successful candidate will assist with the day-to-day administration of the centre and help ensure efficient delivery of community services and activities.

Key Responsibilities

- General office administration and reception duties
- Answering phone calls, emails, and visitor enquiries
- Maintaining records, filing systems, and databases
- Assisting with room bookings and scheduling
- Preparing correspondence, notices, and reports
- Supporting community events and programmes
- Processing invoices and basic financial records
- Updating social media and community notices where required
- Providing administrative support to management and volunteers

Desirable Skills and Qualities

- Good communication and interpersonal skills
- Strong organizational abilities and attention to detail
- Competent in Microsoft Office and general computer use
- Ability to work independently and as part of a team
- Friendly, professional, and community-focused approach

- **Sector:** other service activities