



Ability West



#CES-2451142



Tí Geal, Snipe Avenue, Newcastle, Galway,
Co. Galway, H91 W2FT



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



05/05/2026



16/06/2026

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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Secretary

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

General Admin and Secretarial work including, maintaining spreadsheets, typing reports, handling petty cash & answering the phone.

Receive, direct and relay telephone & fax messages.

Provide secretarial support to manager and staff.

Maintain and manage general filing system.

Type confidential documents as required.

Maintain adequate inventory of office supplies.

Direct visitors to appropriate staff members.

Maintain office space in a clean, orderly and organised manner.

To attend and undertake recommended training as required.

Must have a working knowledge of Office Duties. Good Customer Service and IT. Skills. Ability to work in a busy reception area.

- **Sector:** human health and social work activities