



Gort & District Community Development

Group Ltd



#CES-2451194



GORT CANCER CARE, Hollyblue Ho, 1

Cottage View, Gort, Co. Galway, H91 WFP8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/06/2026



14/07/2026

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



Administrative Assistant - Gort Cancer Support

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.

Duties:

Meeting and interacting with clients, the public, therapists and volunteers in routine situations which require tact, discretion, kindness and courtesy. Confidentiality must be assured.

Managing the telephone and e-mails.

Liaise with volunteer drivers, clients and therapists to arrange appointments as necessary.

Accurate updating of records,

Accurate filing of paperwork.

Assist with organising events.

Accurate recording of petty cash and balancing petty cash.

Assisting with our in-house Hollyblue Gift Shop.

Assisting with everyday activities such as banking, shopping, going to the Post Office and putting up posters.

Key skills:

Basic administrative and IT skills (desirable but not essential)

Positive interpersonal skills: kind, caring, patient and empathetic.

Flexible.

Ability to handle information with complete confidentiality.

Be organised, efficient and highly motivated.

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

