



Loughrea Parish Council - CLG



#CES-2453076



The Presbytery, Barrack Street, Loughrea, Co.

Galway, H62 YE09



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/06/2026



23/07/2026

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](#)



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Office Assistant

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.

Efficient running of the Parochial office with responsibility for filing and dealing with correspondence, maintaining data using computer/manual systems. Taking phone calls and communicating the query to relevant person.

- **Sector:** other service activities