



WESTERN ALZHEIMERS



#CES-2454238



WESTERN ALZHEIMERS, Goff Street,
Roscommon, Co. Roscommon, F42 PR83



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



18/06/2026



30/07/2026

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 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.

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.

This is a CE placement, and duties to include overseeing clerical tasks and administration of Community Employment project; Computer skills proficiency in word/ excel, typing, filing, customer service, helping with public enquiries, coordinating meetings and appointments, assisting with promotions, information provision, fundraising support and assisting with payroll. This is a Community Employment Scheme, you must be eligible to apply for this position. Your eligibility will have to be verified by the Department of Social Protection. For further details telephone: 090 66 27816 or email: roscommon@westernalzheimers.ie .

Car essential with full drivers licence.

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