



Galway Rural Development Ltd company



#CES-2454593



THE ALZHEIMERS SOCIETY OF IREL, B1, ,
Kilcornan, Clarinbri, Co. Galway, H91 YXN3



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/05/2026



10/07/2026

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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Administrative Assistant-Alzheimer Society of Ireland-Clarinbridge

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.

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General office duties to include typing letter, reports, rosters, signage etc. Filing, photocopying, emailing, binding, scanning and shredding. Answer calls, take messages and relay to the relevant person in a timely manner. Order and maintain stock supplies to include PPE. File management. Prepare client packs.

Use of salesforce with client information. Input of EE timesheets weekly, maintain annual leave & sick leave trackers. Travel expense claims. Invoices.

Ability to maintain confidentiality. Attention to detail and relevant IT skills.

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