



WESTPORT BUSINESS COMMUNITY

LIMITED



#CES-2456397



The Leeson Enterprise Centre, Altamount

Street, Westport, Co. Mayo, F28 ET85



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



03/07/2026



14/08/2026

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



Office Administrator - Family Resource Centre - Westport

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.

Key Responsibilities & Duties

Set up, maintenance and management of hard and soft copy filing systems

Administration support in the operation of the drop-in information service

General maintenance of the Centre; room set up, organising, shopping/ supplies

Identify, organise & update information and resources to ensure an efficient service

Work with staff in setting up office directories for file & volunteer management

Updating databases and Centre information as needed

General secretarial duties, typing, minutes, photocopying, correspondence

Support operation of room hire and outreach via bookings procedure and Centre calendar

Support the delivery of designated projects and services as part of the Centre's work plan.

General

Taking calls & messages

Welcome & accommodate any visitors to the Centre

Record calls and visitors to the Centre

Provide administrative and clerical support to clients accessing the drop-in service

Providing general information to members of the public

Participate fully as a team member, cooperating with and supporting centre staff and management

Ensure tasks are completed in an efficient and timely manner and that deadlines assigned are met centre materials and supplies as needed

Organisation of project materials, equipment and resources for effective and efficient use by staff, volunteers and the community

Support the access and use of the Centre as a resource to the community

Adherence to all of the Centre's policies & procedures

Support the fulfilment of the Centre's vision and mission in line with our core values

Responsible for recording hours worked and keeping timesheets up to date

Perform any other duties that may be deemed necessary by the Co-ordinator and/or Voluntary

Board of Directors from time to time

Key Skills Required

Excellent organisational skills

Attention to detail

Computer skills desirable

Communication skills

Ability to multi task

Ability to work off their own initiative

Proactive and able to adapt to pieces of work as they emerge

Competencies

Microsoft office desirable

Knowledge of email and internet desirable

This is a development opportunity so previous education or training is not required for this position.

Training and mentoring will be provided to support your career.

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