



Mountbellew District Development CES Ltd



#CES-2456877

MOUNTBELLEW DISTRICT DEV C.E.S,



Mountbellew Comm Ctr, Ballygar Rd,
Mountbe, Co. Galway, H53 R8E8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/07/2026



18/08/2026

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](#)



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Administrative 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.

Would you like to up skill and get back in work, or even refresh your skills for the workforce? We are looking for someone with some computer skills who will work closely with the Supervisor and Assistant Supervisor. Your working day would involve carrying out the weekly wages and online banking. Paying suppliers and balancing monthly statements. Maintaining accounts both manual and computerised. Dealing with accountant and revenue. Some filing both manual and physical. Dealing with participants queries and general public queries. General office duties also. You would be required to attend training and meetings when necessary. Adherence to health and safety policies is maintained at all time.

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