



Údaras na Gaeltachta SFP connamara Lár



#CES-2457257

ROSMUCK COMM EMPLOYMENT SCHEME,



An Gort Mór, Rosmuck, Co. Galway, H91

F3XC



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/07/2026



19/08/2026

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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Admin 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.

Receptionist Duties e.g. dealing with customer & telephone queries.

- duties e.g. binding , filing and photocopying.

- IT skill e.g. Use of computer 365 systems, data bases and emails.

· Working with a team.

- Attend meetings and training courses when necessary

- **Sector:** other service activities