



Galway Rural Development Ltd company



#CES-2459127

GALWAY RURAL DEV CO. LTD., Mellows



Campus, Ballygarraun W, Athe, Co. Galway,
H65 KR02



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



Administrative Assistant - GRD

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.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Compile the GRD jobs bulletin.

Gather information from newspapers, websites, and recruitment agencies.

Circulate the bulletin weekly to a client database. Incorporate new clients.

Establish and maintain a database of current employers. Assist the CE team with tasks such as scanning, file management, and form completion. Proficient in using Microsoft Word and Excel.

Complete forms and carry out routine office activities. Perform reception duties as needed on an ad hoc basis.

Contact your local INTREO office to check your eligibility. CE Supervisor on 087 13 24 723

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