



Westmeath Community Development Ltd



#CES-2459158



Unit 4, Rockdean, Blyry Bus & Comm Pk,
Athlone, Westmeath, N37 CA39



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/07/2026



01/09/2026

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



Admin Assistant - Athlone

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.

Secretarial duties Completing client forms, filing and updating databases both electronic and paper

Typing correspondence on a daily basis

Answering calls, taking messages and setting up client meetings/appointments

Plan and manage training room hire/bookings for training activities for clients

Training logistical tasks: booking venues, creating course timetables, recruitment of learners, carrying out learner evaluations, booking trainers.

Maintaining excel client databases

Client Engagement Recording activities carried out with job seekers

Maintaining paper and electronic files

Updating client files on weekly basis

Recording activities carried out by employment team and entering into IRIS system

Managing client training databases

Client tracking activities: making calls daily to clients regarding their employment and training activities, sending daily emails and responding to information requests

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