



Cavetown Residents Developments CLG



#CES-2459192



CAVETOWN AMENITY CTR, Cavetown,
Croghan, Boyle, Co. Roscommon, F52 N290



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](#)



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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.

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.

The Candidate must be computer literate (Level 5).

This must include sending and receiving emails, data entry, scanning and photocopying using Microsoft Office and Excel software.

A good working knowledge of Excel and Word. Excellent communication, phone and interpersonal skills are also important for this role.

Agricultural experience preferred but not essential.

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

Eligibility to participate on a CE Scheme is generally linked to those who are 21 years or over and applicants must be in receipt of a qualifying Irish social welfare payment for 1 year or more. Should you wish to apply for the CE Vacancy, you must call in to your local Intreo office first to have your eligibility checked.

If you are eligible then please send your CV and PPS by email to cavetownresidents@outlook.com or by post to C/O Mr. Oliver Donagher, Cavetown Residents Development Company CLG, Lisdaly, Croghan, Boyle, Co. Roscommon. F52 V960.

Please ring 087 775 0556 or 071 966 8188 if you require any further information.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities