



Claregalway Annaghdown Community

Employment Scheme



#CES-2459265



CLAREGALWAY COMMUNITY CENTRE,

Lakeview, Claregalway, Co. Galway, H91

THH4



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/06/2026



04/08/2026

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



Office Administrator

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

General office duties, uploading information on computer, updating records, producing reports, filing, photocopying, dealing with queries from staff and general public.

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