



Ability West



#CES-2462919



ABILITY WEST, Hugh Hession Road, Tuam,
Co. Galway, H54 TV00



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/07/2026



18/08/2026

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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Administration Assistant - Tuam Day Services

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.

To provide efficient administrative supports to three-day services while on Community Employment.

To produce, scan and save documents and update online records as appropriate.

Responsible for the Input of data and updating of records, maintenance of files, archiving of records, within assigned departments as required.

Maintain and manage an organized records system, both electronically and in hard copy if required.

To assist with Reception duties when required.

Various other Administration duties: photocopying, shredding, laminating, binding and opening and sorting of post as required.

To assist and mentor service users during work placements when necessary.

- **Sector:** human health and social work activities