



Athenry & Districts Community Employment

CLG



#CES-2463022



Athenry and Districts CE CLG, UNIT 4,

McDonalds Ln, Athenry, Co. Galway, H65

XN88



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



07/08/2026



18/09/2026

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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Office Administrator/Secretary

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.

Duties are varied and include: Office Administration, Meeting Room Bookings and Accounts, Reception, Filing and from time to time Payroll and general Office Duties. This position will be based in Athenry, Co. Galway. Please contact Maria for further information on 087-7739781

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