



Athleague/Castlecoote Community Dev. Co.

Ltd



#CES-2463276



Athleague Comm Ctr Main St Ath, Co.

Roscommon, F42 P440



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/08/2026



21/09/2026

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



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.

Job Description

Duties

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

Office administration duties including bookkeeping, monthly bank reconciliation, filing documents & maintenance of filing system.

- Provide quotations, take bookings, create invoices and receipts
- Use of Microsoft Office Suite, email, internet, online banking & ROS
- Responsible for answering calls, taking messages and responding to queries by phone, email and in-person
- Bank lodgements as required
- **Sector:** other service activities