



East Meath Community Development

Company Limited by Guarantee



#CES-2464343



SAINT COLMCILLE'S GAA CLUB, Pilltown

Road, Drogheda, Co. Meath, A92 XP60



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/08/2026



20/09/2026

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



Shop/Office 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.

We are looking for an enthusiastic and friendly person to join our team of dedicated people in running our Eco-shop and Second Hand shop selling pre-loved clothing, homewares, toys and bric-a-brac. This role involves working in the shop/reception and related office and admin duties. Weekend work is involved.

Duties include:

- Looking after our loyal customers and visitors
- Processing sales with cash and card payments
- Assist with weekly sales analysis and generating reports from different IT systems
- Data entry and basic bookkeeping weekly
- Keeping track of Stock and ensuring all items are priced correctly
- Replying to incoming emails and forwarding to relevant people
- Answering phone calls and dealing with enquiries
- Assisting with events, workshops and school tours
- Help with other project based tasks

What we offer:

- a fun, supportive environment
- a great place to work
- accredited training to support your individual progression plan
- an opportunity to help us care for and protect our beautiful environment

This position is based in Sonairte Visitor Eco-centre and Gardens, The Ninch, Laytown, Co. Meath.

For more information please contact the CE Supervisor Cathy Kerrigan on 085-164 0876 or email

c.kerrigan@emcdc.ie

- **Sector:** other service activities