



East Meath Community Development



Company Limited by Guarantee

#CES-2464515



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



Sales Admin 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 energetic person to join our dedicated and experienced team in our visitor eco-centre. This is a hands-on role involving the running of our Eco-shop and Second-hand shop. Good knowledge of Microsoft Office and strong IT skills are a distinct advantage for this role, as well as good customer service skills. This role involves weekend work.

Duties to include:

- Shop opening and closing
- looking after our loyal customers and visitors
- processing cash and card payments
- recording and preparation of sales receipts
- cashing up at the end of the day
- Stock taking and stock rotation
- merchandising and store displays
- Assist with room bookings, room set up and clean up
- assist with Event management

This is an excellent opportunity for someone seeking experience in Customer Service and retail sales.

What we offer:

- a great place to work
- supportive environment

- quality accredited training to enhance your personal progression plan
- an opportunity to get involved in protecting our beautiful natural environment

For further information please contact the CE Supervisor Cathy Kerrigan on 085-164 0876 or email c.kerrigan@emcdc.ie

East Meath Community Development CE Project is an Equal Opportunities Employer.

- **Sector:** other service activities