



Clara Community Environmental Group CLG



#CES-2464641



CLARA ENVIRONMENTAL GROUP, Erry Mill,
Clara, Co. Offaly, R35 E3F1



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



18/08/2026



29/09/2026

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



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.

We are recruiting for an Admin Assistant who would have responsibility for working in our Admin & printing service. this role would suit an individual interested in running their own business as there is a great opportunity to learn every aspect of running a small business from ordering supplies to taking & fulfilling design & print orders. Duties would include but are not limited to: Assist general public with photocopying jobs Take briefs from customers for design & print work Troubleshoot design/print issues & problem solving Design, print & complete orders Monitor & maintain supply stocks Maintain business accounts & record income & expenditure Schedule jobs & meet deadlines Advertise services provided through Newsletter & Facebook page Maintain a level of confidentiality & fully comply with GDPR requirements Liaise with local businesses for adverts & newsletter content. Maintain a high level of professionalism Complete accredited training in line with CE requirements. There is a strong focus on customer service in this role.

Contact nicolamckeon@clara-ce.ie

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