



Oughterard Community Enterprise Ltd



#CES-2464908



Main Street, Oughterard, Co. Galway,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/08/2026



30/09/2026

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



Administrative Assistant - Oughterard Show Society

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.

General office duties:

Checking mail and email;

Advertising - insertion of advertising into Show catalogue;

Organisation of fundraising for Show;

Keeping records of applications for trade stands;

Affiliation paperwork for a number of associations, and Insurance;

Correspondence with sponsors and volunteers;

General organisation of Show setup;

Booking of accommodation;

Preparation and copying of weekly meetings;

Receiving and distribution of entry forms;

Liaising with Show Treasurer, Secretary and Entry Secretary;

Assisting with compilation of Show Catalogue and schedule;

Regular checking and reporting of all health & safety concerns;

Other ad hoc duties as required.

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