



Enable Ireland - Galway



#CES-2465058



ENABLE IRELAND, Seamus Quirke Road,
Galway, Co. Galway, H91 E8P4



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/08/2026



01/10/2026

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](#)



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Receptionist/Administration 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.

Working as part of a team in a frontline role. Duties include managing telephone calls, managing all visitors and service users to the Enable Ireland Child Development Centre and ensuring that reception/waiting room runs smoothly for all in attendance.

Use of Outlook Calendars, online room booking system and Electronic File Management system.

Provide administration support to clinicians and clinical administration team as required.

Manage all daily incoming post and deliveries.

Adhere to Child Protection Policy and Procedures including Safeguarding.

Adhere to Enable Ireland Health & Safety requirements

- **Sector:** human health and social work activities