



IRD North Mayo West Sligo Ltd



#CES-2465181



MAYO NORTH, Pearse Street, Ballina, Co.

Mayo, F26 R62W



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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Mayo North Promotions Office 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.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

The role by its nature is quite varied, meaning that over participants will get an opportunity to engage with lots of different types of work and develop new skills. The below list includes – but is not limited to - the types of projects that participants can expect to support:

- Maintaining a membership database
- Ensuring all member information is correct on our website
- Ensuring good communication with member businesses
- Accounts administration – monthly updating of Income and Expenditure, monitoring petty cash, Issuing invoices and following up on payments, making payments online
- Event planning and promotion
- Answering phones, taking messages, responding to emails
- Assisting with funding applications
- Representing Mayo North at events and trade shows
- General administration as required

Essential

- Excellent oral and written communication skills
- Professional and friendly manner
- Excellent numeracy skills
- Proficiency in Microsoft Word and Excel

This is a developmental role and training will be available

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