



West Wicklow Community Employment



#CES-2465368



Baltinglass West, Baltinglass, Co. Wicklow,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/08/2026



02/10/2026

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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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.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

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

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The Office Administrative Assistant will facilitate a wide variety of administration functions for Baltinglass Golf Club. Employment. Duties will include:

- 1) Assist in the day to day office activities: filing and archiving, letter writing and general administration tasks assigned.
- 2) Dealing with members in queries which they may have.
- 3) Accounts Monitoring And Inputting on Software Systems.

Working Days will include Saturdays.

Excellent training opportunities will be provided.

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