



Graiguecullen / Killeslin Parish Co. Ltd



#CES-2465498



Irish Snooker and Billiards, Graiguecullen,
Carlow, Co. Carlow, R93 C5Y6



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/08/2026



05/10/2026

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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Administrative 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.

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.

This role is with Snooker and Billiards Ireland Center of Excellence in Graiguecullen.

Key Responsibilities

Administrative Support: Provide support to SBI staff by assisting with daily office tasks and managing general administrative activities.

Communication: Answer phone calls, greet visitors, and handle correspondence to ensure effective communication within the office.

Scheduling: Manage calendars, schedule appointments, and coordinate meetings, including preparing agendas and taking minutes.

Communication Skills: Excellent oral and written communication skills, with the ability to interact professionally with staff and clients.

Organizational Skills: Strong organizational and time-management abilities, with attention to detail and the ability to prioritize tasks effectively.

Document Management: Organize and maintain filing systems, prepare reports, and ensure easy access to information.

Office Management: Monitor inventory levels, order office supplies, and maintain a clean and organized workspace.

Communication Skills: Excellent oral and written communication skills, with the ability to interact professionally with staff and clients.

Organizational Skills: Strong organizational and time-management abilities, with attention to detail and the ability to prioritize tasks effectively.

- **Sector:** arts, entertainment and recreation