



St. Patricks CEP Ltd



#CES-2465772



Ballynacargy, Co. Westmeath,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/08/2026



06/10/2026

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 - CE Scheme - Ballynacargy Westmeath

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.

General office duties. Filing, telephone and computer work, helping with accounts. Wonderful opportunity for anyone interested in office work. Training offered leading to Major Award.

The position is in the above area. Please contact your local DSP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy. Job Reference Number will be required. Applicants must also be in receipt of an Irish social welfare payment for 1 year or more.

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