



Ballinasloe Golf Club



#CES-2465908

BALLINASLOE GOLF CLUB, Ross GI,



Graigueawoneen, Clontuskert, Ballina, Co.

Galway, H53 X940



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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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.

This is a great opportunity to get real life training and experience in a busy office environment. Participants will receive excellent on the job training and are supported by the office manager who is there to support them. This busy office environment generates good work ethics and helps strengthen the participant's personal and interpersonal skills, engaging colleagues, volunteers and their line manager. This also helps build confidence and self-esteem. A training programme will be devised to meet the participants achievements and will follow with each skill/competency documented on a weekly update. The daily tasks include assisting with data inputting, scanning, emails, phone calls, general office tasks. Customer service will play an important role in this training. Microsoft Package (Excel, word, powerpoint, Outlook), telephones, Internet Explorer etc.

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