



MILLTOWN COMMUNITY COUNCIL LIMITED



#CES-2467280



Co. Galway,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/09/2026



14/10/2026

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](#)



Open your camera app & point here to view this ad online



Book-keeper/ 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.

Duties to include:

A secretary provides both clerical and admin support to a team of staff in Milltown Community Council.

Microsoft office and word press knowledge is essential

Devising and maintaining office systems

Booking rooms and conference facilities

Managing and maintaining budgets

Liaising with staff in other departments and external contacts

Ordering and maintaining stock

Sorting and distributing post to offices as well as posting outgoing post

Organising and storing of paperwork and documents in electronic and hard copies

Typing, printing, binding, photocopying and preparing presentations for all departments as required

Liaising with caretaker when bookings for training, events and meeting are taking place

Attending training

Adhering to all health and safety requirements

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