



Údarás na Gaeltachta SFP Ceantar na

nOileán



#CES-2467374



Tír an Fhia, Lettermore, Co. Galway,



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



03/09/2026



15/10/2026

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



Office 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.

Receptionist Duties e.g. dealing with customer and telephone queries.

Secretarial duties e.g. Typing, filing and photocopying, mail.

IT skills e.g. Use of computer systems, data bases and emails.

Working with a team.

Organise meetings and take minutes of meetings

Update Social Media.

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