



Athleague/Castlecoote Community Dev. Co.

Ltd



#CES-2467446



Athleague, Co. Roscommon, F42 K685



No of positions : 1



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



Project Administrator/Receptionist

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.

Sales Administration

- To provide support to the Business Development Manager in undertaking sales and marketing tasks
- Assist in the pop-up shop or other retail outlet as appropriate and ensure it is maintained
- Update website with up to date products, photographs and information
- Take, upload and edit photographs of all products and catalogue
- Manage stock inventory and keep all lists up to date
- Assist the Business Development Manager in all aspects of social media posting including photographs and scheduling posts
- Escalate queries or issues to the BDM or manager
- Be flexible in approach to sales administration duties
- Package products and post for online sales

To deal with enquiries and maintain a record of enquiries

- Greet people, address their queries with empathy and confidentiality and maintain a record of same
- To deal with all post and make record of same

Keep a diary of events and timetables

Set agendas and perform minute taking at meetings

Information/Communications

Stock the office and shop with relevant information, update the information and provide the public with easy access to relevant information

Finance

Support the manager and RWN finance administrator with Cycle Up Petty Cash and general

bookkeeping

Maintain accurate Finance records and maintain filing up to date

Keep records of stock inventory

Assist the RWN Finance administrator and Cycle Up manager with preparations for the RWN annual financial Audit

Banking as required

General

To ensure administrative deadlines are met

Participate fully as a team member and cooperate with all staff and volunteers

Perform any other duties that may be deemed necessary by the RWN Manager, and Voluntary Management Committee from time to time.

Attend training required to carry out and develop in the role

To develop your knowledge and skills in all aspects of the position.

Office Premises – Required when the pop-up shop has completed

Oversee the general maintenance of the office and office facilities

Ensure that the office is supplied with the necessary equipment and supplies

Implement the policies and procedures and keep the management informed of any issues arising

Maintain records and files

Staff the office and open it to the public at agreed times.

Other Relevant Information

The hours of work will be agreed prior to start. You will be expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be granted.

A six-month probation period will apply with reviews at 3 and 6 months.

Accountability

The Sales & Marketing administrator will report directly to the Business Development Manager. The successful applicant will be responsible to the Business Development Manager and ultimately to the RWN Cycle Up Social Enterprise Manager and the RWN Voluntary Management Committee. The Administrator will observe confidentiality at all times in relation to Project business.

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