



Enable Ireland - Galway



#CES-2471662



Enable Ireland, Unit 1, McHale Rd Rtl Pk,
Castlebar, Co. Mayo, F23 WF57



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/09/2026



04/11/2026

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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Working as part of a team to provide a range of administration support to the services such as emailing, filing, scanning and updating records.

Assisting with the organising of staff training.

Assisting with recruitment procedures.

Assisting with the preparation of month end accounts and payroll.

Assisting with the collation of internal and external reports.

Liaising with staff collating all required documentation

- **Sector:** human health and social work activities