



Cornerstone



#CES-2471752



Cornerstone, The Lungy, Sligo, Co. Sligo, F91
RV0D



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/09/2026



05/11/2026

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](#)



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



Administrator - Meals On Wheels

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.

- Answering all calls for Meals on Wheels team, dealing with volunteers, meals recipients, suppliers, other services and the general public on the phone or by email in a helpful and professional manner, while adhering to the organisations policies and procedures on confidentiality and Data Protection.
- Recording and distributing messages, updating records and providing information as required.
- Must become familiar with the activities of meals on wheels and befriending services to enable any enquiry to be dealt with in a friendly, courteous, and efficient manner.
- Sending emails or making calls to potential volunteers and potential recipients.
- Following up with Volunteers or recipients as required.
- Change paperwork in response to requests for changes to days meals delivered to recipients.
- Prepare driver sheets for the next day.
- Totalling meals on billing sheet, enter information on excel spreadsheet.
- Prepare excel sheet for import to Sage accounts package.
- Maintaining a filing system regarding GDPR.
- Create and maintaining spreadsheets and databases in a clear and consistent manner.
- Contact recipients whose bills are overdue by phone, email or letter to arrange the best payment option.
- Sending out monthly statements and other correspondence to the recipients.
- Providing administrative assistance as required with proficient use of Microsoft Office 365 application software, word, excel, access, desktop publishing, power point, use of internet and email.

- Procure goods and services for the organisation at competitive prices.
- Taking inventory of office supplies, maintaining an appropriate level, and reordering when necessary
- **Sector:** administrative and support service activities