



Cornerstone



#CES-2471760



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](#)



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Administrative Assistant - NW Cornerstone CLG

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.

Having an appropriate level of knowledge and competence in creating and maintaining spreadsheets and databases in a clear and consistent manner.

Maintaining an extensive filing system with regard to GDPR.

Providing support and cover to other members of the Administration team.

Dealing with public enquiries either by email or on the phone in a helpful and professional manner, while adhering to the organisations policies and procedures on confidentiality and Data Protection.

Must become familiar with the activities of Cornerstone so as to enable any enquiry to be dealt with in a friendly, courteous and efficient manner.

Maintaining and updating monetary records in accordance with our financial controls.

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.

Participating in supervision and departmental meetings with supervisor on a regular basis.

Carry out duties in a professional manner.

Maintain a welcoming and supportive environment in the office.

Work in conjunction with other team members.

Fully observe the principle of confidentiality.

Be flexible and prioritise workload accordingly.

Allocate and manage time efficiently.

Adhere to all Health & Safety Regulations as per the organisations Health & Safety Statement and the Safety, Health & Welfare at Work Act, 2005

Participate in agreed programmes of training.

Participate in research, analysis and other projects designed to improve working practices, efficiency and effectiveness.

Become familiar with and work within the organisations policies and procedures.

Carry out any other duties allocated by the line Manager.

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