



Clara Community Environmental Group CLG



#CES-2473541



CLARA ENVIRONMENTAL GROUP, Erry Mill,
Clara, Co. Offaly, R35 E3F1



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



05/10/2026



16/11/2026

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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Media Designer

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.

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Job Description

Duties

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

We are recruiting for an Admin Assistant who would have responsibility for working in our Admin & printing service. this role would suit an individual interested in running their own business as there is a great opportunity to learn every aspect of running a small business from ordering supplies to taking & fulfilling design & print orders. Duties would include but are not limited to: Assist general public with photocopying jobs Take briefs from customers for design & print work Troubleshoot design/print issues & problem solving Design, print & complete orders Monitor & maintain supply stocks Maintain business accounts & record income & expenditure Schedule jobs & meet deadlines Advertise services provided through Newsletter & Facebook page Maintain a level of confidentiality & fully comply with GDPR requirements Liaise with local businesses for adverts & newsletter content. Maintain a high level of professionalism Complete accredited training in line with CE requirements. There is a strong focus on customer service in this role.

Contact nicolamckeon@clara-ce.ie

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