



Le Cheile Westside Co Ltd



#CES-2475124



CAFE LINK, 5A/5B Sandy Rd Ctr, Sandy Road, Galway, Co. Galway, H91 ET27



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/10/2026



25/11/2026

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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Administrator - CE Scheme

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.

Le Cheile Westside Co Ltd CE Scheme have a vacancy on our CE Scheme for an Administrator. If interested in applying for this position or for more information about this role please contact Bernie at le Cheile on 091 582146

This administration position would be based at Link Galway. Link Galway offer inclusive employment opportunities for individuals with intellectual disabilities, alongside daily wholesome food and freshly baked goods for local businesses and customers.

Role Summary

The Administrative Assistant (CE Scheme) will play a key role in supporting the smooth day-to-day running of Link Galway's office. The role involves administrative, clerical, and organisational support across multiple areas including reception, reporting, procurement, and communication.

Reception & Enquiries

Answer incoming phone calls and direct enquiries to the appropriate staff member.

Greet visitors and provide information about services when required.

Administrative Support

Type, format, and prepare letters, reports, and other documents.

Scan, photocopy, and file documents accurately.

Maintain and organise the organisation's filing systems (both digital and physical).

Reporting Assistance

Support management in preparing reports for funders, the Board of Directors, and the management team.

Assist in compiling and maintaining administrative records and statistics.

Procurement & Orders

Place orders from suppliers and keep a record of all purchases.

Accept catering requests received by email and log each order on the internal system.

Communications

Make phone calls on behalf of the service (confirmations, supplier queries, etc.).

Manage incoming and outgoing correspondence, including emails, letters, and deliveries.

General Office Support

Keep the office area tidy and organised.

Provide general support to management and assist with other duties as needed.

Candidate Requirements

Essential:

Good communication and interpersonal skills.

Reliable, punctual, and organised.

Ability to work as part of a team and follow direction.

Desirable:

Previous administrative or office experience.

Interest in community work or social enterprise.

- **Sector:** other service activities