



Youth Work Ireland: North Connaught



#CES-2475900



Sligo, Co. Sligo,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/10/2026



01/12/2026

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 - based in Sligo FRC - 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.

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.

The Administrative Assistant will provide secretarial, clerical and administrative support in order that services are provided in an effective and efficient manner and have good command of the English language.

They will be required to:

Greet, assist and/or direct clients/visitors to the Centre.

Direct or escort clients to appropriate rooms.

Aid clients with children/ pushchairs, etc.

Ensure that all clients are recorded on the information recording sheets.

Answer in- coming calls, handle caller's enquiries wherever possible.

Redirect calls as appropriate and take adequate messages.

Manage incoming and outgoing post.

Manage Advertising, Photocopying, Filing and Notice Boards.

Manage Room Booking diary and ensure all rooms are setup and cleaned.

Produce and distribute Advertising literature using computer packages.

Assist the Administrator with the smooth running of Sligo FRC.

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