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| ***Administration Assistant*** ***CE SCHEME*** |  |
|  | **Ability west community employment scheme are recruiting an Administration Assistant in Ballybane, Galway**  |
|  | **General Duties Include*** Based in the organisation’s training building in Ballybane supporting the Training Coordinator and the CE Scheme Training activities
* Reception duties for the training building.
* Scheduling training and meetings, maintenance of the training database, typing, emailing and reception desk duties.

**Training Provided*** Mandatory Ability West Internal Training
* Specific training tailored to meet your career needs

**Requirements*** Garda Vetting will be required for this role
* Must be in receipt of a Social Welfare Payment for 12 months

**For further information please call** **Breda Kerans – CE Supervisor – 087 675 1415** |
| **CE Scheme Vacancy, Ballybane, Galway City** |