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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** | |