



Sports Development Project CLG



#CES-2358277

MEATH G.A.A. COUNTY BOARD, Meath



G.A.A. Ctr of , Dunganny, Trim, Co. Meath,  
C15 VWF4



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



26/09/2024



07/11/2024

## How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

( Search using the scheme reference number and submit your details )

or

Contact a case officer in your [local Intreo Office](#)



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## Clerical Assistant

### 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.

You can register your interest by selecting the 'Register your interest' button or 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.

Answering telephones/dealing with queries & ticket orders. Photocopying, printing, faxing and post in/out. Filing of documents. Typing. Dealing with club/officers queries. Processing club documentation. Daily checks of stationary/forms/labels etc. Ideally candidate would have some knowledge of Microsoft Office, typing Skills and good communication skills and an interest in the GAA

Please contact Sports Development Project on 046 9029966 or email [sportsdev.ce@gmail.com](mailto:sportsdev.ce@gmail.com)

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