



Sports Development Project CLG



#CES-2394712



Claremont Stadium, Commons Road, Navan,
Co. Meath, C15 TX9T



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/05/2025



25/06/2025

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](#)



Open your camera app & point here to view this ad online



Clerical Assistant - 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.

Process customer requests in a timely manner, daily processing of all centre bookings taken deposits etc. Sorting mail incoming and outgoing, knowledge of word processing, data entry, maintain general records and reporting systems. Assist with centres projects and initiatives, monitor office supplies, maintain a filing system for all office documents. Prepare, verify and process invoices. Receive and verify invoices and requisitions for goods and services. For more information, please contact the CE supervisor Sinead Togher on 0469029966

- **Sector:** arts, entertainment and recreation