



MSCO LIMITED



#CES-2402671

MULLINGAR SHAMROCKS GAA CLUB,



Springfield, Mullingar, Co. Westmeath, N91

PX22



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



13/06/2025



25/07/2025

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



Administrative Assistant MSCO Limited

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.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Office admin for Community Employment Scheme.

Duties to include:

Maintaining and organising the office and equipment

Updating books of accounts

Preparing returns

Filing of records and updating of existing records - file management

Recording and tracking of employee work rotas and employee records

Filing bookkeeping, general housekeeping

Ordering of office supplies, equipment and accessories

Maintaining and updating records for employer

Use of payroll software Processing of claims for materials and training.

This is a developmental position and provides an opportunity to someone who is willing to learn the role and progress their job prospects & career.

No experience necessary however some experience of MS Word/excel, payroll and/or bookkeeping is an advantage.

Training will be provided to support your career along with clear step by step on the job training.

Support provided for training required for the role.

The suitable candidate will start the role working through basic office admin duties and will progress as they become familiar with the role and various duties.

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INTREO Office and email admin@mscoce.com

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