



Sports Development Project CLG



#CES-2407333



CITIZENS INFORMATION, Unit 3, Old Forge,
Haggard S, Trim, Co. Meath, C15 C942



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



31/07/2025



11/09/2025

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](#)



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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.

To register your interest 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.

Duties to include to perform reception duties, provide administration back up, meet and greet visitors to the office, record incoming and outgoing documentation, attend meetings and take minutes as requested. Stationary stock checks and purchasing. Any other general administration duties as requested. Please contact the Sports Development Project team on 046 9029966 or email sportsdev.ce@gmail.com

- **Sector:** information and communication