



Navan Travellers Workshops



#CES-2419673

NAVAN TRAVELLERS WORKSHOP LTD.,



C.Y.W.S. Hall, Fair , Navan, Co. Meath, C15

D5DR



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



06/11/2025



18/12/2025

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

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.

Administrative support for secretary, such as typing, copying filing

Attending meetings, taking minutes and typing up minutes plus distributing these to relevant parties

Keeping of office diary.

Coordinate office activities and operations to secure efficiency and compliance to company policies

Manage agendas/travel arrangements/appointments etc. for the upper management

Manage phone calls and correspondence (e-mail, letters, packages etc.)

Support budgeting and bookkeeping procedures

Create and update records and databases with personnel, financial and other data

Track stocks of office supplies and place orders when necessary

Submit timely reports and prepare presentations/proposals as assigned

Assist colleagues whenever necessary.

Location: Catholic Young Women's Society Hall, Dillonsland, County Meath.

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