



Sports Development Project CLG



#CES-2424492



MEATH MONEY ADVICE AND BUDGETI,
Brews Hill, Navan, Co. Meath, C15 XR8Y



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/12/2025



22/01/2026

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

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.

Administrative role involving exposure to finance. Purchase orders, online ordering, using Outlook for Emails & calendars, interacting with the 7 offices in the region by phone & Email and working directly with the Regional Manager.

If you are interested in this role, you can contact the Sports Development team on 046 9029966

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