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 Sports Development Project CLG

 #CES-2427393

 FLEXIBUS, UNIT 23, Mullaghboy Ind Est,
Navan, Co. Meath, C15 WK09

 No of positions : 1

 Community Employment Programme

 19.5 hours per week

 [Community Employment Programme Rates](#)

 01/01/2026

 12/02/2026

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.

General administration, giving information re: timetable, booking passengers in services, contact drivers with new passengers. Data entry.

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

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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