



Monaghan Group of Parishes Ltd.



#CES-2427840

HSE, N Monaghan Primary Care C, St



Davnet's Campus, Rooskey, Monaghan, Co.

Monaghan, H18 DE78



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



08/01/2026



19/02/2026

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



Office Administrator

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.

General office administration duties to include filing, answering the phone, record keeping both computerised and paper. This is a great opportunity to gain and up date existing office skills, learn new skills and gain experience. The location is in a Monaghan Town.

For further information contact your local Intreo Office or the CE Supervisor Elaine Gunn O'Connor 086 264 8538 Email elaine@mongroup.ie Your eligibility will have to be verified by the Department of Social Protection.

- **Sector:** human health and social work activities