



Breffni Community Employment Ltd

#CES-2432428

BREFFNI COMM EMPLOYMENT COMPAN,

The Ozanam Ctr, Riv , Cavan, Co. Cavan, H12

H5F6

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

19/01/2026

02/03/2026

## Clerical Assistant Cana House

### 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 general administration and clerical duties as required from day to day in Cana House Cavan. Complete accurate data entry and maintaining existing client database, Assist in any adhoc duties which may arise within the office .Assisting Genealogist with research when required

- **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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