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 Sports Development Project CLG

 #CES-2432879

 CITIZENS INFORMATION, Brews Hill, Navan,
Co. Meath, C15 XR8Y

 No of positions : 1

 Community Employment Programme

 19.5 hours per week

 [Community Employment Programme Rates](#)

 09/01/2026

 20/02/2026

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.

Duties to include to perform reception duties, provide administration back up, meet and greet visitors to the office, record incoming and outgoing documentation, attend meetings and take minutes as requested. Stationery stock checks and purchasing. Any other general administration duties as requested. Please contact the Sports Development Project team on 046 9029966 or email sportsdev.ce@gmail.com

- **Sector:** information and communication



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