



TABOR HOUSE AND COMMUNITY  
INITIATIVE LIMITED



#CES-2434456



Tabor House & Ccommunity Initiative CLG,  
Unit 2, Kennedy Road, Navan, Co. Meath,  
C15 AYW8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/02/2026



03/03/2026

## 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.

### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

The main responsibilities of the role will include:-

- Ensure that all programme and participant paperwork is completed accurately and in a timely manner
- Maintain Secure and up-to-date records for all programme participants
- Immediately report any incidents or accidents related to the programme to the Board of Management for prompt resolution.
- Contribute to the identification and management of conflicts among learners, promoting a harmonious learning environment.
- General other Ad-hoc duties

The successful candidate will have the following :-

- Excellent communication and interpersonal skills
- Proficiency in programme administration and documentation
- Strong organisational and time-management abilities
- Ability to work effectively in a team and independently
- Problem-solving and conflict-resolution skills
- Attention to detail and accuracy in record keeping
- Possess a positive attitude.

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