



Navan EDP CLG



#CES-2435667



Navan, Co. Meath,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/02/2026



18/03/2026

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](#)



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Office Administration Support- Clann Mor Services

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.

Provide general office support, like answering telephone queries and taking messages, ordering stationary, photocopying, filing, sorting post and provide support to the management team, and undertake duties as may be assigned from time to time by the director of services.

Provide administrative & project support on various projects including document formatting, using various software packages Word, PowerPoint, Excel to produce different documents for the service.

Please contact the landline on 046 9071938 or the mobile on 086 3470263 to apply for this position

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