



ICTU CENTRE LTD



#CES-2441341

Unitb/Q, Forest Park Central, Forest Pk Bus



Campus, Mullingar, Co. Westmeath, N91

P7NN



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



02/04/2026



14/05/2026

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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Administrator Payroll - Mullingar

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.

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Job Description

Duties

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

General Administration and providing information to clients.

Meeting and greeting customers and answering the telephone.

Filing and emailing.

Must have good communication skills

- **Sector:** education