



TABOR HOUSE AND COMMUNITY
INITIATIVE LIMITED



#CES-2446147



Tabor House & Community 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](#)



06/05/2026



17/06/2026

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 House Keeper/Administrative Support

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:-

Ensuring that the premises are maintained to a high standard

Ensure supplies of tea, coffee, bread, milk and other refreshments are available at all times for service users and staff

Keep toilets to a high standard of cleanliness, ensuring sanitary products are well stocked

Undertake errands such as purchasing stamps, groceries, and other required goods

Assist with the setting up the premises for events, meetings and group activities

Carry out regular cleaning of the premises, including both weekly cleaning and monthly deep-cleaning tasks

Provide support to the administrative team, including filing, reception duties, answering the door and handling telephone calls.

General other Ad-hoc duties

The successful candidate will have the following :-

Excellent communication and interpersonal skills

Strong organisational and time-management abilities

Ability to work effectively in a team and independently

Attention to detail

Possess a positive attitude.

Position will be based at the offices of the MCDAR in Navan

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