



Navan Travellers Workshops



#CES-2455048

NAVAN TRAVELLERS WORKSHOP LTD.,



C.Y.W.S. Hall, Fair , Navan, Co. Meath, C15

D5DR



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/06/2026



06/08/2026

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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Administrative 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.

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.

- Administrative support for secretary, such as typing, copying filing
- Attending meetings, taking minutes and typing up minutes plus distributing these to relevant parties
- Keeping of office diary.
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary.

For registration please contact the CE Supervisor:

Ce@travellerheritage.ie

0852531149

