



MSCO LIMITED <https://mscoce.com>

email:mscorecruit@mscoce.com



#CES-2464265



Forest Park Central, Forest Pk Bus Campus,
Mullingar, Co. Westmeath, N91 E1WD



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/08/2026



28/09/2026

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



Administrative Assistant Mullingar Charity Variety Group

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.

Office Administration: Answering telephone; computer work; printing; filing; general office management; liaising with MTB committee; and band director.

Caretaking Duties: oversee general cleaning duties throughout the premises; reporting any concerns to the committee and/or band director.

Facilities Management: Liaising with facility users; events management; assisting with setting up and overseeing clearing away before and after events; checking in on facility users.

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