



Clones Chamber Of Commerce



#CES-2465035



Meteorological Station, O'Neill Park, Clones,
Co. Monaghan, H23 E899



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/08/2026



01/10/2026

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 Administrator CE Office

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 position will be in the above area. This is a developmental opportunity, no experience is necessary. Accredited training will be provided to support your career. Duties will include: IT, accounts and record keeping , dealing with queries, answering the telephone, photocopying, filing, using Microsoft Word, Excel and Outlook Express

CE video: https://www.youtube.com/watch?v=N8_k5_4ZMOo

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You can register your interest by selecting the 'Register your interest' button or you can contact a case officer in your local Intreo Centre.

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