



CARRICKMACROSS LOCAL

DEVELOPMENT GROUP LIMITED



#CES-2465319



CARRICKMACROSS LOCAL DEV GROUP,

32 Main Street, Carrickmacross, Co.

Monaghan, A81 KD62



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



21/08/2026



02/10/2026

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](#)



Open your camera app & point here to view this ad online



Support Worker/ Admin 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.

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Job Description

Duties

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

Reception/ meet and greet

Computer applications

Filing, photocopying, scanning

Answering queries

book appointments

assist in fundraising activities

Maintain financial records

Keep area clean & tidy

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