



Cavan Youth & Environmental Project clg



#CES-2465400



CYEP, Kingscourt Comm Ctr, Lwr Main St,
Kingsco, Co. Cavan, A82 N8K5



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](#)



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Office 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.

Job Description

Duties

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

Duties will include basic admin support, answering the phone, organising paperwork, filing , ordering office supplies and IT support.

This will be a great opportunity to gain new skills and be provided with accredited QQI training and courses during this period. Support will be provided for this person to up skill or re skill themselves while getting back into the working environment.

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