



BORRIS-ST. MULLINS COMMUNITY

EMPLOYMENT PROJECT LIMITED



#CES-2469491

CARLOW COUNTY COUNCIL, Borris Area



Office, Borris Town Hall, Co. Carlow, R95

V29P



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/09/2026



22/10/2026

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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Project Office Administrator

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.

This position involves working Closely with the Project Manager/Supervisor in ensuring the smooth and efficient running of the Scheme Project office.

Duties would include assisting with the following;

Weekly Wage processing and reporting.

Time sheet Management and reporting.

Financial Management and Monthly Bank reconciliations.

Use of Office Computer in compiling word processing and excel reports.

Other general office and filing duties.

Full Training can be offered to suitable candidates although some experience in above would be beneficial.

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