



Nurney/Kildangan CEP Ltd



#CES-2387567



The Presbytery, Nurney, Co. Kildare, R51  
N884



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/06/2025



05/08/2025

## 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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## Adminstrator /Clerical Assistant/(CE Scheme - Nurney)

### 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: dealing with the public on telephones, via email, and face to face; computer work; general maintenance of the office; filing, reconciliations, attendance records and general office work. Location: Nurney Co Kildare

- **Sector:** education