



North, East & West Kerry Development 1



#CES-2393926



Unit 1, The O'Connor Centre, Monavalley,
Tralee, Co. Kerry, V92 HF40



No of positions : 2



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/05/2025



10/07/2025

How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

(Search using the scheme reference number and submit your details)

or

Contact a case officer in your [local Intreo Office](#)



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Administrator Support Worker

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.

You can register your interest by selecting the 'Register your interest' button or 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.

About the Role:

We are currently seeking a motivated and reliable individual to join our team as an Administrative Support Worker under the Community Employment (CE) Rehabilitation Scheme. This is an excellent opportunity for someone looking to return to the workforce, gain valuable office-based experience, and develop new skills in a supportive environment.

Key Duties and Responsibilities:

General office administration, including filing, photocopying, and data entry

Answering telephone calls and handling basic inquiries

Assisting with document preparation and correspondence

Maintaining accurate records and databases

Supporting staff with day-to-day administrative tasks

Any other duties relevant to the role

Candidate Requirements:

This position is open to eligible participants of the Community Employment Scheme

Good communication and interpersonal skills

Basic computer literacy (e.g., Microsoft Word, Excel, email)

Willingness to learn and participate in relevant training

Ability to work as part of a team and take initiative

Training & Development:

Ongoing training will be provided to support your personal and professional development as part of your rehabilitation and return to work.

How to Apply:

Please send a CV and a brief cover letter outlining your interest in the role to Nola/Niamh at nolahellstrom@newkd.ie or niamhblackburn@newkd.ie

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