



KILKENNY CARERS SUPPORT SERVICES

LIMITED



#CES-2396649



ENABLE IRELAND, Saint Joseph's Road,

Kilkenny, Co. Kilkenny, R95 K260



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/06/2025



21/07/2025

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](#)



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



Clerical Assistant - Enable Ireland

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.

Provide clerical support to Enable Ireland Staff

Greet visitors in person or by phone

Take and relay messages

Sort mail and deliveries

Work as part of a team

Adhere to policies and procedures

- **Sector:** other service activities