



KILKENNY CARERS SUPPORT SERVICES

LIMITED



#CES-2399989



KILKENNY SOCIAL SERVICES, Waterford

Road, Kilkenny, Co. Kilkenny, R95 Y96D



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



30/06/2025



11/08/2025

## 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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## Clerical Assistant/Driver - KSS

### 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.

Use Microsoft Word/Excel. Deal with telephone and email enquiries .

Photocopy and print documents, sometimes on behalf of other colleagues.

Organise and store paperwork, documents and computer-based information.

Create and maintain filing and other office systems. Keep diaries and arrange appointments.

Liaise with staff in other departments and with external contacts.

Assist with delivery of meals on wheels as required.

Full driving licence required.

- **Sector:** other service activities