



KILKENNY CARERS SUPPORT SERVICES

LIMITED



#CES-2404854



Tua-Nua, Greens Hill, Kilkenny, Co. Kilkenny,

R95 YYC0



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/07/2025



09/09/2025

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 - Recovery College

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.

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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.

General Office duties. Pleasant phone manner, good admin and IT skills an advantage.

- **Sector:** other service activities