



KILRUSH YOUTH CENTRE SERVICES

LIMITED



#CES-2404990



Kilrush Youth Centre, Fahy's Road, Kilrush,

Co. Clare, V15 KH94



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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Bookkeeper / Administrator

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.

Learning the necessary skills in relation to Book Keeping, Office Administration and assisting in the daily operations of the CE scheme

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities