



Allen Area C.E.P. Company Limited by

Guarantee



#CES-2408228



BALLYTEAGUE GAA, Ballyteige North,

Kilmeague, Co. Kildare, W91 VEW8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/08/2025



30/09/2025

## 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 - Allen Area CE Office

### 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.

General Office Duties - Photocopying, filing, answering the telephone, updating spreadsheets, shredding, keeping records up to date. Must maintain confidentiality.

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