



Allen Area C.E.P. Company Limited by

Guarantee



#CES-2417401



Ballyteige North, Kilmeague, Co. Kildare, W91

VEW8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/12/2025



21/01/2026

## 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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## Admin Assistant - Kilmeague Day Care Centre

### 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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### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

To provide essential support by managing office tasks, records and handling communication.

- **Sector:** other service activities