



KARE - Newbridge



#CES-2420110



Baltinglass East, Co. Wicklow, w91 XW57



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/11/2025



23/12/2025

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 -Baltinglass

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.

This is an administrator/clerical position to support the CE office in Baltinglass . Duties will include , greeting clients , helping to set up for interviews , training etc and assisting gardener and CE participants with online training . Printing and filing as requested . Answering phone and taking messages Emailing .Also from time to time, assist with administrative duties to assist Tearmann Community Gardens . Any other general admin duties as they arise . This is a developmental opportunity , no experience necessary . Accredited training will be provided to support your career.

- **Sector:** human health and social work activities