



- Nurney/Kildangan CEP Ltd
- #CES-2427757
- The Presbytery, Nurney, Co. Kildare, R51 N884
- No of positions : 1
- Community Employment Programme
- 19.5 hours per week
- [Community Employment Programme Rates](#)
- 08/01/2026
- 19/02/2026

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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Administrator /Clerical Assistant/(CE Scheme -Kildare Town

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.

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Duties will include: dealing with the public on telephones, via email, and face to face; computer work; general maintenance of the office; filing, , attendance records and general office work. Location:

Kildare Town

- **Sector:** education