



- Kildare Centre for the Unemployed C.E
- #CES-2431481
- DROICHEAD NUA RESOURCE CENTRE,
Eyre Street, Newbridge, Co. Kildare, W12
D654
- No of positions : 1
- Community Employment Programme
- 19.5 hours per week
- [Community Employment Programme Rates](#)
- 28/01/2026
- 11/03/2026

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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Administration Assistant

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.

Duties to include assisting with all administration duties as required, including typing, email and internet, answering phone calls, helping customer's queries, general office administration work. Full QQI Training will be provided to support employment progression. Accredited training will be provided to support your career.

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