



Kilbeggan Community Group CLG



#CES-2434101

KILBEGGAN COMM GROUP, Unit 7B, Oak



House, Riverview, Kilbeggan, Co. Westmeath,

N91 TFF9



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



23/02/2026



06/04/2026

## 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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## CE Scheme Office Administrator

### 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.

Duties will include: General office duties, maintenance of office records, financial record keeping, revenue returns, processing of wages through online banking and providing administrative support. Computer skills required. Training will be provided.

A video on CE can be seen in the 'What's Going On' section of the Jobsireland website, at end of homepage.

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