



ATHY COMMUNITY COUNCIL COMPANY



LIMITED BY GUARANTEE



#CES-2434985



18 Clonmullion Estate, Athy, Co. Kildare, R14

Y951



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/02/2026



03/04/2026

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](#)



Open your camera app & point here to view this ad online



Office Administrator 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.

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 in the role would be:

Office administration:

Completing bank reconciliations

Filing payroll.

Ordering of stationary supplies.

Typing.

Filing.

Spreadsheets.

Participant time sheets – input data onto spreadsheets.

General office duties as required.

Other tasks as requested by supervisor

There will be other duties outside of those listed.

Confidentiality is very important for this role.

A good level of English is required for this role.

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