



Kildare Centre for the Unemployed C.E



#CES-2442368

DROICHEAD NUA RESOURCE CENTRE,



Eyre Street, Newbridge, Co. Kildare, W12

D654



No of positions : 3



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/04/2026



22/05/2026

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



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.

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 to include assisting with all administration duties as required, including typing, managing emails and internet, answering phone calls, dealing with customer's queries, helping individuals with their job search, general office administration. 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