



KARE - Newbridge



#CES-2449371



KARE, Newbridge Ind Est, Athgarvan Road,  
Newbridge, Co. Kildare, W12 NP40



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/05/2026



01/07/2026

## 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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## Administrative 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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

### Job Description

#### Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Kare is an organisation that promotes inclusion for people with intellectual disability. We currently have a CE vacancy as an administrative assistant in our quality training department. This position will provide the successful applicants with the opportunity to develop administration skills as well as further develop ICT skills. Training for the positions will be provided and there will other accredited training opportunities for further professional development. Reporting to the CE Supervisor and Kare Line manager, the Administrative Assistant will work with other members of the Quality, Risk and Safety Team to provide administrative support to aid delivery on the team's plans and support continuous improvement and development in KARE.

#### Key Duties and overview of Areas of Responsibility:

- Participates in training and development opportunities as identified and agreed.
- Communicate effectively with the team and others.
- Always maintain professional standards and confidentiality.
- Adhere to the organisation's policies, processes, and procedures.
- Manage information in a confidential and secure manner and in line with KARE's policies and procedures, including GDPR policies.
- Adhere to the Health and Safety policy of the organisation

The main tasks will include:

- booking meetings and events.
- inputting data onto our systems.
- following up with queries through various electronic means including Microsoft Teams, email, and phone.
- taking minutes at meetings.  
Filing, photocopying, and e-mailing as requested
- Supporting the department in the efficient delivery of their project activities.

Please email CV to [ce@kare.ie](mailto:ce@kare.ie)

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