



Kilmead Community Development Company

Limited By Guarantee



#CES-2452667



The Old Hardware , Narramore Village, Co.

Kildare,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/06/2026



21/07/2026

## 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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## 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.

General Office Work, Payroll, Filing, Typing, Answer Phone, Taking Messages sending emails, Preparing reports for day to day running of the business and carrying out necessary office duties. Days of work can be discussed at interview.

We are based on the grounds of St. Ita's Church.

Any inquiries call John on 085-7412252 or email: [johnhiggins@kilmeadce.ie](mailto:johnhiggins@kilmeadce.ie)

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