



Co. Kildare Centre for Unemployed (Athy)



#CES-2459987



ATHY RESOURCE CENTRE, 20 Lwr William

St, Athy, Co. Kildare, R14 TD91



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/07/2026



04/09/2026

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.

Assist with a range of administrative duties, including typing, managing emails, and using internet. Responsibilities include answering phone calls, serving customers, dealing with customer queries, and supporting general office administration tasks.

You will also be involved in advertising job opportunities on notice boards, typing CVs, and assisting unemployed individuals with their job search. Full QQI Training will be provided to support employment progression

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