



CASTLEDERMOT COMMUNITY



EMPLOYMENT COMPANY LIMITED BY

GUARANTEE



#CES-2460051



TEACH DIARMADA COMM CTR, Main Street,
Castledermot, Co. Kildare, R14 YF61



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.

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Job Description

Duties

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

This position is based in Castledermot Parish Office in Teach Diarmada.

Duties will include: -

Record Keeping

Parish Newsletter

Mass card sales

Telephone and in person enquiries

General Administration

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