



KARE - Newbridge



#CES-2460682



KARE, Athgarvan Road, Newbridge, Co.

Kildare, W12 Y497



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/07/2026



09/09/2026

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



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.

This role will provide administrative support to the Recruitment and wider HR Team.

Administration

- Support the Recruitment Team:
 - o Schedule interviews and coordinate calendars for recruiters and hiring managers.
 - o Send interview confirmations, reminders, and follow-up emails to candidates.
 - o Screen and respond to general recruitment inbox enquiries.
 - o Prepare recruitment packs and interview documentation.
 - o Conduct reference checks and assist with pre-employment paperwork.
- Maintain accurate filing of candidate and employee documents.
- Support recruiters with data entry and information for reporting
- Support with the Garda Vetting process as a Vetting Clerk – validating ID's and processing applications
- Assist with organising recruitment events, careers fairs, or assessment days.
- Ensure compliance with data protection and confidentiality requirements.
- Provide general administrative support to the recruitment and HR team as required.

Team Working

- Work in collaboration with the other members of the team
- Participates in training and development opportunities as identified and agreed

Managing the Organisation

- Manage information in a confidential and secure manner and in line with Kare's policies and procedures
- Relate to people who use the service and work colleagues in a way that promotes positive working relationships
- Maintain high professional standards and confidentiality at all times
- Adhere to the organisation's policies, processes and procedures
- Be familiar with and adhere to the organisation's Safety Statement and associated policies and procedures
- Participate in staff training and development programmes as required
- Participate in the organisation's Performance Management System
- Participate in the ongoing development and continuous improvement of the organisation as relevant
- Any other duties of a reasonable nature as agreed from time to time

Please forward CVs to ce@kare.ie or for further information on the CE Administrative role.

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