



Klear Adult Education Centre



#CES-2464348



St Benedict's Resource Ctr, Swan's Nest
Road, Kilbarrack, Dublin 5, D05 V1F6



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



17/08/2026



28/09/2026

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](#)



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Office Assistant St Benedict's Resource Centre

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.

Duties will include: Use of Computer system, and general administration. Excellent communication skills required

- **Sector:** education