



Avenue Road Community Development Group

Ltd.



#CES-2466909



AIT NA DAOINE, 2 Grange Close,

Muirhevnamore, Dundalk, Co. Louth, A91 X36X



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/09/2026



13/10/2026

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



Clerical Assistant, Ait Na nDaoine, Muirhevnamor. Dundalk

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.

General Duties of a Clerical Assistant

- **Sector:** other service activities