



Kells Area CES Project CLG



#CES-2475811



CARLANSTOWN/KILBEG COMM DEV,

Deerpark, Carlanstown, Co. Meath, A82 N9P8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



19/10/2026



30/11/2026

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 administrator.

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.

Deal with incoming calls and client queries

Manage incoming mail and liaise with the relevant department,

Book meetings for clients, manage agendas, schedule diaries, bookings and appointments.

Dealing with post, answering the phone and meeting and greeting clients.

Setting out rooms for functions.

Keeping centre tidy and clean

- **Sector:** arts, entertainment and recreation