



Women's Community Project (Mullingar)

Association CLG,



#CES-2476136

KINNEGAD COMM CHILDCARE LTD.,



Cairdeas, Killucan R, Kinnegad, Co.

Westmeath, N91 YP60



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/10/2026



01/12/2026

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



Office Assistant / Receptionist - Cairdeas Childcare, Killucan Rd, Kinnegad

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 position equips participants with the knowledge, skills, and competencies to work in office environments to support the day-to-day administration of the organisation under effective supervision.

On-the-job experience provides participants with experience in utilising IT systems (e.g. Customer Relationship Managements (CRM's) and Microsoft Office Software packages). Participants will gain confidence in data entry, record maintenance, document creation and gain an understanding of file management systems. Additionally, participants will develop interpersonal skills to interact with clients and visitors, provide excellent customer service and handle inquiries through phone, email, and messaging platforms.

Eligibility requirements:

In receipt of a social welfare payment for a minimum of 12 months and aged between 21 to 65 years. If you are a Qualifying Adult on your spouse, partner, civil partner, or cohabitant's Jobseekers Allowance claim you may be eligible for CE. Aged 60 years and over may stay continuously on CE up to the age of qualifying for state pension. Over 50 years of age signing for Jobseekers Benefit credited social insurance contributions. Age 18 years and over for certain disadvantaged groups with a qualifying period of 1 week for some types of social welfare payments. Single rate on scheme €286.50 per week. Must have sufficient command of the English language.

Garda Vetting is required for this position and if you lived outside of Ireland over the age of 18 years, police clearance will be required from any country you resided in if successful at interview.

Please contact your local Intreo offices to check your eligibility and for further information please call 044-9344509 or Email your CV to: mmcknight@wcpmullingar.ie and Short listing will apply. Office Assistnat Vacancy is in the following areas:, Cairdeas Community Childcare, Kilucan Rd, Kinnegad

Please check the link below for information on Community Employment programme.
https://www.citizensinformation.ie/en/employment/unemployment_and_redundancy/employment_sup

- **Sector:** other service activities