



County Kildare LEADER Partnership

Clerical Assistant

County Kildare LEADER Partnership is seeking a to employ a clerical assistant under the Youth Employment Support Scheme.

Job Description

The successful candidate will be required to support CKLP staff with administrative duties. S/he will be a self-starter, prepared to work flexibly and have an ability to work within a team. The clerical assistant role will require a person who is organised, with good IT and written skills and a good telephone manner.

Responsibilities

Responsibilities include filing, dealing with correspondence, maintaining data using computer or manual systems and other general office duties. This role is an opportunity to gain experience and knowledge of clerical work and administrative duties in an office setting. The successful candidate will gain knowledge and skills in many areas and will avail of free training throughout their placement. No experience necessary, training will be provided. Basic computer skills would be an advantage and a willingness to learn. The role and duties may change as the candidate gains experience over time.

Payment

All participants work 24 hours per week and receive a weekly payment of €229.20. Participants whose underlying entitlement is in excess of that amount will continue to receive their weekly payment with an additional top-up allowance of €22.50 per week.

The Youth Employment Support Scheme is co-funded by the Irish Government, the European Social Fund and the Youth Employment Initiative as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020