**NEWKD TEAM Project- Admin Assistant- CES –2225498**

To work as part of the administration and support workers team providing education and training opportunities to people in recovery from addiction. Successful applicant will get a chance to build on their skills to enhance their employment opportunities.

Duties include: -

* Support the CE Scheme Supervisor’s in all administrative tasks.
* Support scheme participants as required.
* Provide secretarial, receptionist and clerical support for the office including filing, photocopying, post, computer applications and telephone.
* Assist with the set up and maintenance of files and materials as appropriate.
* Ensure confidentiality is adhered to at all times in relation to participants, staff and all other matters within the project.
* An understanding or interest in the area of addiction would be an advantage.

Start date to be confirmed subject to Garda vetting. You can contact your local DEASP Employment Services/INTREO Office to check your eligibility and quote relevant reference number above.

Please send CV's to Daniel O’ Shea, NEWKD TEAM Project, Foireann House, Upper Rock Street, Tralee, Co. Kerry or Email: danieloshea@newkd.ie

Closing date: 31/08/2022

**This community employment scheme is funded by the Department of Social Protection, DSP**

