



ACARD COMPANY LIMITED BY

GUARANTEE



#CES-2355181



ACARD LTD., Caherciveen Pier, Caherciveen,

Co. Kerry, V23 Y925



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



25/09/2024



06/11/2024

How to register your interest

To register your interest, take note of the scheme reference number and then:

- [Sign in](#) using your MyGovID account

(Search using the scheme reference number and submit your details)

or

Contact a case officer in your [local Intreo Office](#)



Open your camera app & point here to view this ad online



Tourist Information officer

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.

You can register your interest by selecting the 'Register your interest' button or 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.

Telephone and money, Answering calls and dealing with queries. Maintaining good telephone manner. Dealing with and recording money appropriately. Greeting public, Informing history of the barracks, relaying tourism information of the area. Computer skills. monitoring social media. updating website and social media. Taking online bookings for the barracks and the escape room. Customer service. Dealing with all nationalities and languages. general enquiries. Health and safety. Ensure health and safety at all times.

- **Sector:** information and communication