



KILRUSH YOUTH CENTRE SERVICES

LIMITED



#CES-2403372



Kilrush Youth Centre, Fahy's Road, Kilrush,

Co. Clare, V15 KH94



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



18/07/2025



29/08/2025

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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Clerical Receptionist - Kilrush Youth Centre

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.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

General Office Duties:

Sending and receiving emails.

Dealing with customers queries at Reception.

Answering the Telephone

Typing, Printing, Photocopying, Poster Design And C V preparation.

- **Sector:** other service activities