



Ballymacelligott CE Ltd



#CES-2417402



Firies, Marian Hall, Co. Kerry,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/04/2026



22/05/2026

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 Administrator, Marian Hall Firies

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.

Job Description

Duties

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

Duties to include processing hall bookings, use of computer, diary management, use of office equipment, handling post, telephone and in-person queries, record keeping and other duties as may arise.

Please contact your DSP office for eligibility check and referral for the position. For more information, please contact our office on 066 7137026 or visit our website: [Ballymacce.com](#)

FB and Insta: Ballymacelligott CE CLG

- **Sector:** other service activities