



Ballymacelligott CE Ltd



#CES-2435973



AN RIOCHT, The Craggens, Castleisland, Co.

Kerry, V92 XV82



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



Receptionist, An Riocht, Castleisland

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 customer service, telephone/post/in person queries, use of computer, diary management, scheduling events, till operation, membership management and other duties as may arise.

Please contact your local Social Welfare office for eligibility check and a referral for the position.

For more information please contact our office on 0667137026 or office@ballymacce.ie

You can also visit our FB/Insta/Website: Ballymacelligott CE CLG

- **Sector:** administrative and support service activities