



LIXABBAY COMMUNITY GROUP COMPANY

LIMITED BY GUARANTEE



#CES-2441113



BUD'S FAMILY & COMM RESOURCE C,

Benmore, Ballyduff, Co. Kerry, V92 A2VC



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



01/04/2026



13/05/2026

## 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](#)



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## Administration Assistant

### 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.

Applicants should supply suitable character references and be prepared to complete a Garda vetting application form.

### Job Description

#### Duties

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

Receptionists duties at BUDS Family Resource Centre in Ballyduff village. Attend the reception area at all times and be the first point of contact. Duties include answering the telephone, emails and managing the website. Ability to take and return calls, arrange bookings for the centre. Ensure Centre bookings are up to date and that all staff are aware of upcoming weekly schedule. Do all other tasks as required by the Centre Co-ordinator Katie.

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