



Listowel Area CE Project



#CES-2444160



Family Resource Centre, John B Keane,  
Listowel, Co. Kerry,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



22/04/2026



03/06/2026

### 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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## Receptionist/Administrator in Family Resource 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.

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 include:

- Reception
- Answering Phone
- Referring messages through email
- Directing customers to relevant services
- Customer Service
- Information and Communication
- Office admin assistance to various team leaders
- Using computers
- Assisting with any group refreshments if required
- Maintaining clean and hygienic surrounds

Start Date; Immediate

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