



ACARD COMPANY LIMITED BY

GUARANTEE



#CES-2447876



Marina Walk, Caherciveen, Co. Kerry,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/05/2026



22/06/2026

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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Office Administrator

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 will include: Reception in the, payroll and all other office duties as required. Dealing with incoming and outgoing calls, good telephone manner. Basic computer skills. Maintaining files in proper order. Using photocopy machine.

English language both written and verbal essential.

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