



NEWTOWN PARISH COMMUNITY



EMPLOYMENT COMPANY LIMITED BY

GUARANTEE



#CES-2457358



Kilcoole Community Centre, Lott Lane,

Kilcoole, Co. Wicklow, A63 X862



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/07/2026



20/08/2026

## 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

### 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.

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### Job Description

#### Duties

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

This position will be evening work and will involve answering calls and emails, recording bookings, organising meeting room/ hall set up and issuing invoices.

- **Sector:** other service activities