



Kiltimagh Community Employment Group Ltd



#CES-2460034



Enterprise House, Aiden Street, Kiltimagh, Co.

Mayo, F12 A7P1



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



24/07/2026



04/09/2026

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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Playgroup Assistant/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.

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:

Reception duties: Provide general office support with a variety of clerical activities and related tasks.

Responsibilities include answering incoming calls, mail distribution, as well as additional clerical duties.

Supervision in a playgroup area: To maintain a Safe and Healthy environment for children and staff.

Accredited Training will be provided which can help with future employment prospects. 19.5 per week, Flexible rotas available.

Garda Vetting Required.

Please contact one of the following to check your eligibility and to apply for this vacancy:

Kiltimagh CE Group: 094 9381494,

LES Employment Office, Swinford: 094 9252657,

Intreo Office Castlebar: 094 9063747,

- **Sector:** other service activities