



North, East & West Kerry Development 1



#CES-2462430



Áras An Phobail, Boherbee, Tralee, Co. Kerry,
V92 CRW8



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



04/08/2026



15/09/2026

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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Receptionist/Admin 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.

- answering telephone
- taking messages
- logging and transferring calls
- meeting and greeting members of the public
- dealing with client queries
- typing
- photocopying
- general office duties as required
- Knowledge of Microsoft Office.
- **Sector:** administrative and support service activities