



Ballymacelligott CE Ltd



#CES-2462759



AN RIOCHT, The Craggens, Castleisland, Co.

Kerry, V92 XV82



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



16/08/2026



27/09/2026

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, An Riocht, Castleisland

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.

Duties to include customer service, telephone/post/in person queries, use of computer, diary management, scheduling events, till operation, membership management and other duties as may arise.

Please contact your local Social Welfare office for eligibility check and a referral for the position.

For more information please contact our office on 0667137026 or office@ballymacce.ie

You can also visit our FB/Insta/ Ballymacelligott CE CLG

- **Sector:** other service activities