



KCYMS Management Ltd



#CES-2466799

KILLORGLIN DAY CENTRE GROUP, Tom



O'Donnell Memori, Market Rd, Killorglin, Co.

Kerry, V93 HTE5



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



31/08/2026



12/10/2026

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/ Project Worker

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.

Receptionist/Project worker at Killorglin Day Care Centre for the Elderly. Duties will include general office and reception duties, and, when required, providing support to the kitchen and recreation staff in the centre. No night or weekend work.

To apply: Please email your CV to cymskillorglin@gmail.com

or

Post your CV to KCYMS Management Ltd. Mill Road, Killorglin, Co. Kerry

for attention of Aidan Clifford Supervisor. Tel. 066-9762053

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