



Kilcummin Rural Development



#CES-2467333



Kilcummin, Killarney, Co. Kerry,



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



03/09/2026



15/10/2026

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

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.

To perform receptionist duties including dealing with the public.

To perform clerical and administration duties including using a PC. Updating website

To support County Secretary to carry out duties for Kerry CCÉ

Applicants telephone Supervisor - 089 4756774 or email - info@kilcumminparish.com

This role is based in Dúchas Comhaltas Centre, Tralee

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