



BALLYHOURA HERITAGE AND
ENVIRONMENT CLG



#CES-2470082



Ballyhoura Centre, Main Street, Kilfinane, Co.
Limerick, V35 T2P3



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



14/09/2026



26/10/2026

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](#)



Open your camera
app & point here
to view this ad
online



Receptionist/Administrator

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.

This is development opportunity, no experience necessary. Accredited training will be provided to support your career.

Duties will include answering and directing telephone calls, greeting visitors, dealing with general enquiries, maintaining records and filing, assisting with emails and correspondence, and providing general administrative support to the organisation. Training and support will be provided as required.

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