



- Falcarragh Community Organisation Ltd
- #JOB-2393971
- FALCARRAGH COMM ORGANISATION, Main Street, Falcarragh, Co. Donegal, F92
- WF2P
- No of positions : 1
- Paid Position
- 39 hours per week
- 571.50 Euro Weekly
- 19/01/2026
- 16/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : falcarraghce@gmail.com



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



Assistant Supervisor Community Employment

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

To Assist in ensuring the effective and efficient management and co-ordination of the human, financial and material resources of the CE scheme. Assist in Office administration, Wages claims and payments, Materials, Record keeping, and assist the Supervisor in all aspects of running a community employment scheme.

Previous experience in Office Administration, Computerised accounts and Payroll are essential.

Application: A cover letter and CV to be emailed to falcarraghce@gmail.com before 5.00pm

Friday 20th February 2026

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme) **OR** English, Maths
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Computer Literacy
- **Competency Skills:** Networking, Teamwork
- **Specialising In:** administration
- **Driving Licence:** Full: B