



Creeslough Community Enterprise Ltd

#CES-2431811

Creeslough Comm Day Ctr, St Michael's Tce,
Creeslough, Co. Donegal, F92 R7DC

No of positions : 1

Community Employment Programme

19.5 hours per week

[Community Employment Programme Rates](#)

30/01/2026

13/03/2026

Office 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.

Office administration with computer knowledge required.

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

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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