



BALLYBOFEY AND STRANORLAR
CHAMBER OF COMMERCE LIMITED



#CES-2432131



FINN VLY FAMILY RESOURCE CTR C, Ceol
Na Coille, Drumboe Ave, Stranor, Co.
Donegal, F93 ET28



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



03/02/2026



17/03/2026

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/Assistant, Finn Valley Family Resource Centre

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.

Reception/Front of House/Assist at Centre. Computers, emails, Filing, Telephone, Bookings, setting up rooms

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