



DPM Community Enterprise



#CES-2432155



DUNFANAGHY RESOURCE CENTRE, Main

Street, Dunfanaghy, Co. Donegal, F92 VY13



No of positions : 2



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](#)



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General Office Support Assistant

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.

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Job Description

Duties

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

General office and administration duties to include typing, filing, data entry, emails etc/ Dealing with telephone enquiries and personal callers to the office. Assist with groups and various activities in the centre

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