



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.

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.

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 activites in the centre

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