



LETTERKENNY CHAMBER OF COMMERCE

& INDUSTRY



#CES-2438081



LETTERKENNY CHAMBER OF COMMERC,

Grand Cent, Canal Rd, Letterkenny, Co.

Donegal, F92 EK7Y



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



11/03/2026



22/04/2026

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/Clerical Officer

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.

Assisting with social media management, creating and publishing posts, supporting marketing activities, updating website and online content, basic computer work and general office duties.

Based in the Letterkenny Chamber office.

Email your interest to Dmytro at dmytro@letterkennychamber.com.

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